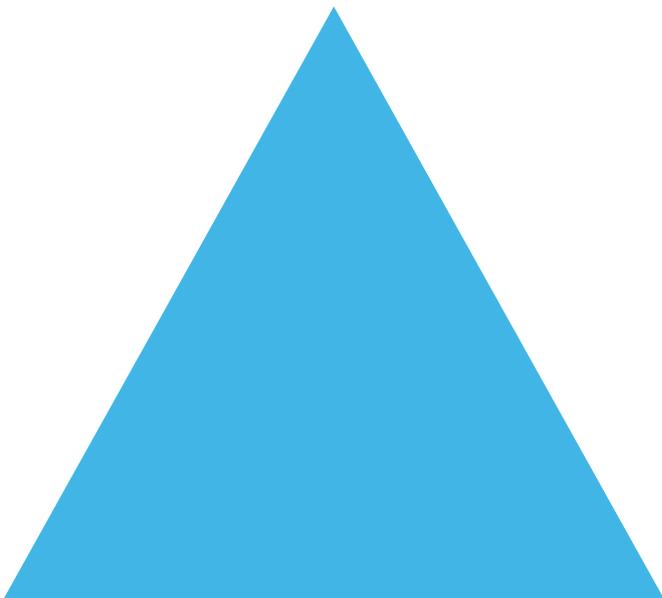


# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Painter
<b>Band</b>	Band 4
<b>Hours</b>	37.5 hours per week 08:00-16:00 Monday to Friday 08:00-16:00 with half an hour for dinner
<b>Department</b>	Estates
<b>Division</b>	Facilities & Estates
<b>Location / Hospital Site</b>	RSCH (cross site working maybe required)
<b>Responsible to</b>	Buildings Team Leader
<b>Accountable to</b>	N/A
<b>DBS Level</b>	Standard
<b>DBS Barring</b>	N/A
<b>DBS Workforce</b>	Adults/Children

### Role Summary

To efficiently maintain and provide a reliable Engineering, building and grounds services at Worthing Hospital and other Trust sites. Undertaking new work as may be required with self-motivation to achieve a satisfactory result.

### Key Working Relationships

Effective communications must be established and maintained with staff in the Facilities Department and all other Directorates in the Trust. Liaise with front line nursing and medical staff regarding Building matters. Communicate professionally with external professionals on technical matters.

### Structure Chart



Estates Manager (Buildings)

Buildings Team Leader

Painter

## Main Duties and Responsibilities

To be formally responsible for the provision of a safe, effective and efficient Estates service, including the discharging of corporate liabilities, procurement of Utilities, professional advice on all Estate matters, responsibility and care of all Engineering systems and buildings including grounds.

Represent the Trusts interests from corporate, fiscal and statutory compliance aspects.

Act as professional and technical End User on matters of procurement and capital provision, including Procure 21. All to meet the Users needs within the resources available The Maintenance Craftsperson will be employed on work appropriate to their core skills. They will, however, be expected to perform in areas where deemed competent, and be suitably trained to a multi skilled level, with the intention of reaching levels of flexibility and competence to enable them to work independently or together with other trades.

A technical knowledge and understanding of the following core skill areas are required:

- To interpret and work from all verbal and written instructions, drawings and specifications appropriate to the decorating trade.
- Be able to use all relevant tools and equipment required for decorating.
- Learn new decorating techniques as required.
- Have some understanding of the relationship of other craftsperson's work to his/her own.
- Instruct others on aspects of his/her work relating to the decorating trade.
- Work from ladders and fixed or portable scaffolding at high levels.
- Application of all types of paint, preservative and varnish both internally and externally.
- Glazing repairs.
- Minor repairs using proprietary fillers.
- Wall washing in Wards and Operating Theatres.
- Sign writing.
- Application of wall and lining papers.
- Spray painting.
- Glazed tiling (new and repairs).

## **Qualifications, skills and abilities**

It is essential to have served an approved apprenticeship and to have obtained appropriate City & Guilds or equivalent qualifications.

It is desirable to have had significant experience in Hospital maintenance or a similar establishment.

## **Patient Care Delivery**

Not applicable to this post.

## **Confidentiality, Integrity and Availability**

- Always ensure confidentiality. Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during employment, except to authorised bodies or individuals acting in an official capacity. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information.
- Employees must ensure the integrity of the data by taking care that information recorded in manual notes or electronically is accurate, factual and up to date wherever possible
- Employees must ensure the availability of information to those authorised to receive it. This includes the timely tracking of records in and out of areas and departments.

## **Trust Policies and Procedures including Control of Infection**

- To be familiar with and to comply with the Trust's policies and procedures, which are available via line managers in each department and on the Trust intranet. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.
- Be aware of and adhere to the Trust's infection control policy. Infection control is everyone's business, and it is important that all members of clinical and non-clinical staff observe good infection control practice at all times. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action.

## **Safeguarding Children**

- Employees of the Trust always have a responsibility to ensure the well-being and safety of children under the care of the organisation and to comply with the Trust's policies and procedures in this.

## **Risk Management and Health & Safety**

- Be aware of the Trust's risk management strategy and policies.
- Support the departmental manager in promoting a risk management culture within your working environment, ensuring participation and involvement when requested. Identify potential risks that may impact on the Trusts ability to achieve its objectives, and report concerns to the line manager.



- Health & Safety is the responsibility of all staff and the postholder is required to take due care at work, report any accidents or untoward occurrences and comply with the Trust Health & Safety Policy in order that it can fulfil its Health and Safety responsibilities.

## **Patient and Public Involvement**

- The Trust has a statutory duty to ensure that patients, clients and members of the public are consulted and involved in decisions about local health service developments. You should be mindful of this and do what you can, as appropriate to your role and level of responsibility, to meet this duty.

## **Data quality**

- Ensure that accurate data is entered into all data collection systems, manual or electronic.
- Report non-compliance with the Data Quality Policy, erroneous production of data and any factors affecting the production of valid data to the Data Quality Manager.

## **Research Governance**

- The Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver Research Governance.

## **Major Incident**

- In the event of a major incident or civil unrest all Trust employees will be expected to report for duty on notification. All Trust staff are also expected to play an active part in training and preparation for a major incident or civil unrest.

## **Modernisation and Change**

- To be aware of internal and external targets to achieve in respect of service delivery and improving and progressing patient care, and contribute and work to achieve them.

## **Learning and Development**

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.



This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

## Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***‘excellent care every time’***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
  - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
  - The patient being at the heart of every element of change
  - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.

- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

## Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

## Workplace and Environmental Factors

<b>Physical</b>	Working in uncomfortable/unpleasant physical conditions. Making repetitive movements. Climbing or crawling, kneeling, crouching, twisting, bending or stretching. Standing/walking for substantial periods of time. Working at heights.
<b>Emotional</b>	Dealing with difficult situations/circumstances - Occasionally
<b>Mental</b>	To be able to concentrate for periods of time – concentration on fault finding, operating equipment/tools safely.
<b>Working Conditions</b>	Range of working environments could include working at height, confined spaces, hot or cold, busy public areas or wards. Full training will be given prior.



## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
<b>Professional Registration</b>	<b>N/A</b>			
<b>Experience/ Qualifications</b>	<p>Working to City and Guilds Craft Apprenticeship or NVQ Level II and/or equivalent experience</p> <p>Knowledge of range of building maintenance procedures and extensive practical expertise in the field of painting and decorating.</p>	<b>AF/I</b>	<p>Qualification in City &amp; Guilds Craft to Level II, plus relevant experience.</p> <p>Experience of working in hospital environment. Experience of working in large commercial or residential premises.</p>	<b>AF/I</b>
<b>Skills</b>	Evidence of having undertaken own development to improve understanding of equalities issues	<b>I</b>		
<b>Communication Skills</b>	<p>Good written and verbal communication skills.</p> <p>Able to communicate and receive routine information to inform non-technical clients, patients, Estates managers and Help Desk.</p> <p>Work as a team member under direction of Estates colleagues.</p> <p>Must have experience of working face to face and developing customer relationship.</p> <p>Incidental contact with</p>	<b>AF/I</b>		

	patients			
<b>Analytical and Judgemental Skills</b>	<p>Assess work required and propose and communicate solutions. Understand and interpret and apply technical guidelines, documents and manuals.</p> <p>Assess a broad range of problems related to faulty equipment and fabric and establish workable solution.</p> <p>Apply knowledge and experience to achieve solution.</p>			
<b>Planning and Organisational Skills</b>	<p>Well-developed levels of initiative and able to work without management supervision majority of time.</p> <p>Negotiate work plans with clients and Estates Manager.</p> <p>Demonstrate high level ability and flexibility to plan and prioritise work and inform clients and managers of decisions.</p> <p>Plan time and material needs to suit decisions. Ensure both are available to ensure completion of work programme. Assist in stock control</p> <p>Keep time sheets to high degree of accuracy. Maintain accurate maintenance records.</p>	<b>AF/I</b>		
<b>Information Resources/IT Skills</b>	<p>Compose, send and read email via Intranet.</p> <p>Use Internet to research information on relevant products and processes.</p>	<b>AF/I</b>		
<b>Physical Skills</b>	<p>Able to use a full range of hand and electrical tools. High levels of hand/eye coordination and accuracy required. Working at height via, ladders or platforms</p>	<b>AF/I</b>		



<b>Behaviours and Attitudes</b>	<p>Demonstrates behaviours and attitudes that support the Trust 's Mission of "Excellent care every time" underpinned by our values:</p> <ul style="list-style-type: none"> <li>• Compassion</li> <li>• Communication</li> <li>• Teamwork</li> <li>• Respect</li> <li>• Professionalism</li> <li>• Inclusion</li> </ul>			
<b>Equality, Diversity, and Inclusion</b>	<p>Evidence of having championed diversity in previous roles (as appropriate to role).</p>			
<b>Freedom to Act</b>	<p>Able to work alone, supervising available all the time by beep, phone or person.</p>		<p>Able to work alone.</p>	

