

JOB DESCRIPTION

Job Title:	Estates Assistant
Main Place of Work:	Linton House Clinic, Thirlestaine Road, Cheltenham, GL53 7AS
Responsible to:	Head of Business Administration
Accountable to:	Chief Executive

Line management

There is no line management responsibility associated with this role.

Job Purpose:

To work together with the team of estates assistants in the efficient and effective maintenance of the charity's buildings and grounds.

Key Relationships

Cobalt staff team, mobile site staff, logistics, support engineers and patients.

Key areas of responsibility will include:

Operational Duties

Building Management System and Estates SharePoint site

- To participate in the maintenance and update of the building management system.
- To ensure accurate and effective audit of pre-planned buildings maintenance works.
- To monitor and action the estates ticketing database, prioritising essential works where appropriate.
- To support and update the property and asset spreadsheets.
- To support the development of the Estates SharePoint site ensuring it is up to date and accurate.
- To ensure internal and external digital communications support the professional image of the charity.

Buildings and grounds

- Taking pride in the building and surrounds, noting when matters need attention
- To support the opening and closing of the premises, particularly providing access to contractors out of hours.
- To work together with the team in the implementation of the planned preventative maintenance programme.
- Identifying and implementing any immediate repairs and responding to appropriate requests from the community.

- Supporting the management of minor works to ensure that contractors are operating safely and are sympathetic to the needs of patients and staff.
- To ensure that activities and audits are properly recorded and available for auditing/inspection by interested parties.

Supporting the community

- Portering and logistic support services as required – ordering, distribution and storage of materials.
- Moving furniture/resources to set rooms up for different purposes.
- Supporting the charity's internal and external events with the logistic support, laying up and breaking down rooms and stands.
- Ensuring that the general presentation of the buildings and grounds are also kept tidy and to a high standard of cleanliness.
- Help monitor the effectiveness of the charity's cleaning contractor, reporting issues to head of business administration.
- Ensuring that all types of waste are disposed of in line with health and safety legislation and guidance, effectively and as sustainably as practical.

Managing the installed plant and equipment

- Inspections of the emergency lighting, fire alarms, security alarms, legionella testing and such other as may be necessary.
- To support the monitoring of the installed plant and equipment, ensuring that it is properly maintained and serviceable.
- Updating the service register.
- To help monitor the efficiency of the plant and make recommendations for spend to save opportunities.
- To support the out of hours working and call outs for alarms, etc.

Health and Safety, and security of staff and visitors

- To ensure, where applicable, that all activities are carried out in compliance with health and safety legislation and guidance.
- Work closely with the health and safety manager to ensure that all key audits of the premises, plant and equipment are conducted at the appropriate time and that any findings are appropriately reported and acted upon.
- Undertaking risk assessments and ensuring that there are appropriate registers/records of all significant areas of risk such as asbestos, legionnaire's disease testing, electrical testing as the appointed competent person.

Specific Duties

- Ensuring that the charity's confidential storage is kept secure and supporting the safe disposal of information with the approved secure waste company.
- To undertake such training as required.
- Any other duties in accordance with the level of the role.

Management of Resources

- To assist with monitoring of stock and supplies relating to the maintenance of the building and estate.

Teamwork

- To work collaboratively within the estates team and other departments within Cobalt
- Taking an active part in team meetings
- Champion the professional integrity of the organisation
- Adhere to corporate policy and procedure

Confidentiality

Under no circumstances either during or after the end of your employment (however it is terminated) may you divulge to any unauthorised person confidential information relating to the Charity. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Data Protection

If required to do so, to obtain, process and/or use information held on computer or other IT system in a fair and lawful way. To hold data only for specific registered purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

DBS Disclosure

All appointments are subject to a satisfactory initial DBS check by the Disclosure and Barring Service and satisfactory repeat checks, carried out in line with the policy in force at the time. Failure to disclose any convictions or cautions may result in the withdrawal of the post or termination of contract.

Equality and Diversity

It is the responsibility of all employees to support the Charity's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

Health & Safety

In addition to any responsibilities specified within your job description above, it is your duty to:

- Take reasonable care of the health and safety of yourself and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Control

Make themselves aware of their responsibilities for infection prevention and control. Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with. Conduct hand hygiene in accordance with Cobalt policy, challenging those around you who do not.

Information Governance

You should be aware of all information governance policies and procedures, in order to ensure necessary safeguards are upheld for the appropriate use of patient and personal information.

Personal Development

You are required to participate in the organisation's annual appraisal scheme. The end of year appraisal will include a personal development review where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed.

You are expected to maintain competency, learning new techniques and technology as required and retain records of continuing professional development (cpd) to ensure continuity of membership to your professional organisation.

All staff are encouraged to participate in training/activities that will help develop their wider skills and assist them in managing their personal welfare and be attentive to the welfare of colleagues.

Completion of Cobalt Health's mandatory training programme.

The Environment and EMS

Cobalt is committed to protecting the local and global environment and supporting the development of the concept of sustainable healthcare. To help achieve these aims Cobalt has developed an Environmental Management System (EMS) to proactively manage the charity's impact on the environment, and you have a crucial role to play within in this. In addition to attending training and any responsibilities specified within your job description above, you are required to familiarise yourself with Cobalt's EMS and policies, to understand and contribute to the achievement of Cobalt's environmental objectives and targets, and to provide feedback through line management or CSR Champions.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Charity.

This post is subject to the terms and conditions of employment of Cobalt Health.

Person Specification

Qualifications and Training	Essential	Desirable
Educated to minimum GCSE level C (Grade 4) or equivalent including English and Mathematics	✓	
A full clean, UK driving licence	✓	

Knowledge and experience	Essential	Desirable
Experience of either undertaking general repairs, decorating, buildings or ground maintenance	✓	
Understanding of safe working practices and general health and safety relating to the work environment and maintenance	✓	
Experience in the use and maintenance of building management systems, helpdesk ticketing systems		✓
Management of contractors/workers		✓
Understanding of confidentiality, data protection and information governance		✓
Undertaking Health and Safety related inspections		✓
Recording activities and inspections.		✓

Skills and abilities	Essential	Desirable
Demonstrable team working skills and the ability to work on your own initiative	✓	
Ability to communicate clearly both in verbal and written communications	✓	
Ability to work independently without supervision and as part of a team	✓	
Sound IT skills, especially Microsoft Office products	✓	
Able to plan and prioritise workload	✓	
Organised, methodical, critical attention to detail and tidy	✓	

Personal attributes	Essential	Desirable
Ability to work to a deadline and to prioritise workload	✓	
Flexible approach to hours and adaptable to change	✓	
Motivated and ability to work unsupervised	✓	
Understands the value of team working and ability to build effective working relationships with colleagues and the public	✓	
Courteous and friendly	✓	
Calm under pressure in a busy environment	✓	
Committed to the values of the charity and department	✓	
Commitment to personal development and performance appraisal system	✓	

