

JOB DESCRIPTION

1. JOB DETAILS

Job Title: **Apprentice Mechanical Engineer**

Band: **4 (Percentage based for Apprenticeship)**

Reports to: **Estates Team Leader (Mechanical)**

Department / Directorate: **Estates Department – Finance Directorate**

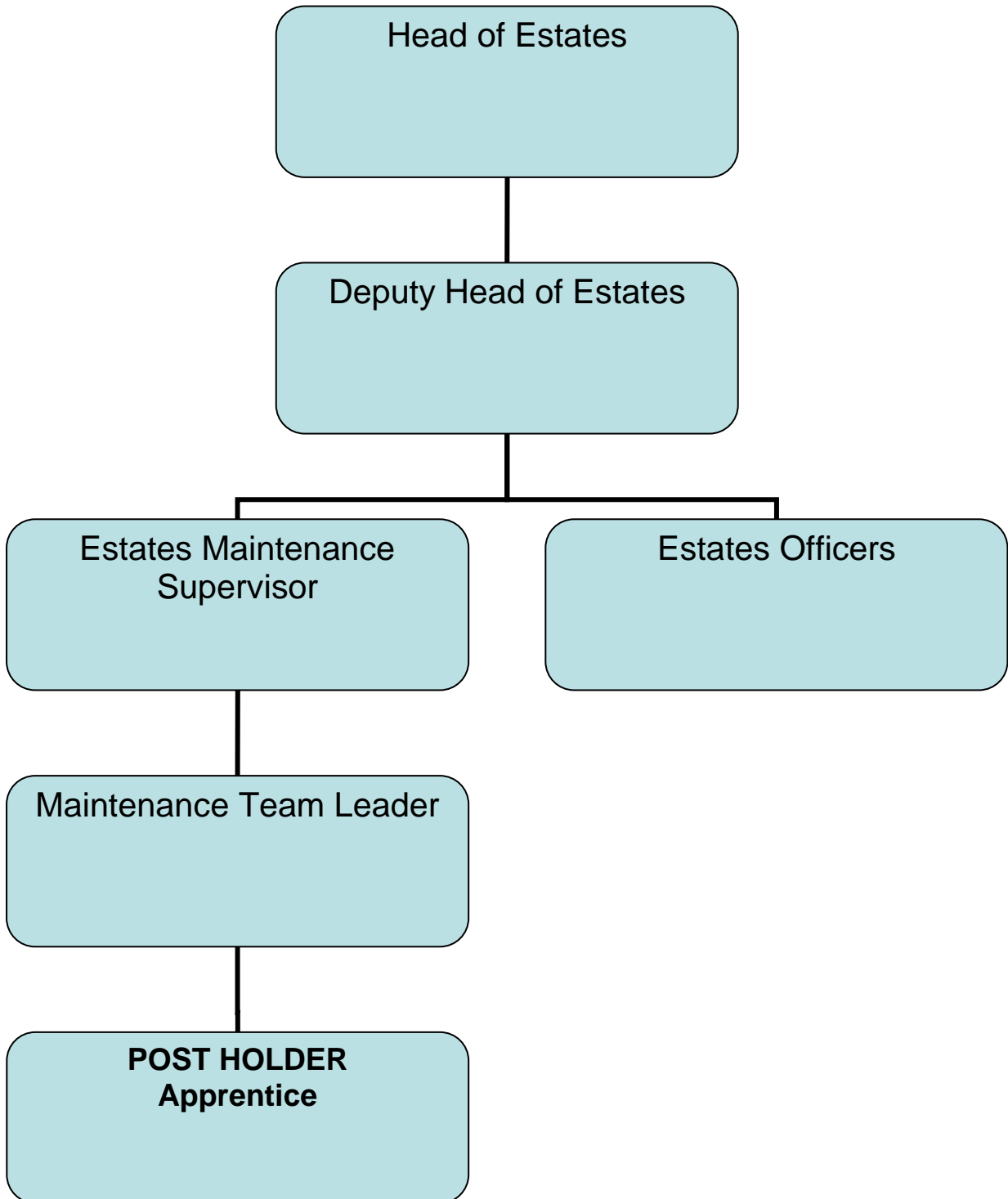
2. JOB PURPOSE

To undertake an apprenticeship training with the aim of qualifying as an Engineering Maintenance Craftsperson NVQ Level 3 + BTEC within a period of 4 years.

3. DIMENSIONS

The Estates Department is a multi-disciplinary department employing approximately 80 staff.

4. ORGANISATION CHART:



5. KEY RESULT AREAS / PRINCIPAL DUTIES AND RESPONSIBILITIES

- The Post holder will be expected to attend the training provider's establishment as part of the apprentice training on a part time, day, or block release basis and to ensure that all deadlines for the submitting of work, portfolios, and assignments are delivered on time.
- The Post holder will be required to become suitably knowledgeable in all aspects of the taught apprenticeship in engineering, leading to the successful completion of both NVQ2 & NVQ3 including the BTEC National Certificate/Diploma provided by the College.
- To undertake all training and education required as part of the apprenticeship.
- To carry out continued engineering maintenance under the supervision of a qualified engineer until such time that qualification allows unsupervised work.
- To understand and adhere to all relevant legislation and guidance to include water regulations and control of legionella. To understand and adhere to 17th Edition IEE Regulations.
- The post holder will be required to attend an annual performance appraisal where objectives will be set.
- Adhere to safe working practices and the Health and Safety Act, any amendments and additions which are current.
- To assist in developing and maintaining of a safe working environment.
- To adhere to the Estates Department code of dress; uniform will be worn at all times.
- To participate in the Estates Department Performance Management Scheme
- To undertake any training required in order to maintain competency including mandatory training, i.e. Fire Safety , Manual Handling, First Aid
- To contribute to and work within a safe working environment
- The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection
- Any other duties in line with the grade as requested to facilitate the smooth running of the Department.

Other Responsibilities:

To take part in regular performance appraisal

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

To contribute to and work within a safe working environment

The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check

THE TRUST – Vision and Values

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity
Fairness,
Inclusion & Collaboration
Respect & Dignity

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit:

- call 01884 836 024
- email stopsmoking.devonpct@nhs.net.

ROYAL DEVON & EXETER HEALTHCARE NHS TRUST
PERSON SPECIFICATION

POST: Apprentice Engineering Craftsperson
GRADE: Percentage Band 4

REQUIREMENTS	AT RECRUITMENT	At PDR
<u>QUALIFICATIONS/SPECIAL TRAINING:</u>		
GCSE Qualifications to include Maths, English and Science to Grade C or recognised equivalent	E	E
<u>KNOWLEDGE/SKILLS:</u>		
General Mechanical and Electrical knowledge	D	D
Knowledge of mechanical services and systems	D	D
<u>EXPERIENCE:</u>		
Basic engineering skills using hand/power tools	D	D
<u>PERSONAL REQUIREMENTS:</u>		
Good communication skills	E	E
Highly motivated.	E	E
Physically fit and agile	E	E
A strong desire to learn new skills	E	E
<u>OTHER REQUIREMENTS:</u>		
An interest in mechanical and electrical engineering	E	E
Supporting employee health and well-being **	E	E

*Essential/Desirable

** Applicable to Line Managers Only

HAZARDS IDENTIFIED (tick as appropriate):					
Laboratory Specimens		Clinical contact with patients		Performing Exposure Prone Invasive Procedures	
Proteinacious Dusts.					
Blood/Body Fluids		Dusty environment	✓	VDU Use	
Radiation		Challenging Behaviour		Manual Handling	✓
Solvents	✓	Driving		Noise	✓
Respiratory Sensitisers		Food Handling		Working in isolation	