

st elizabeth hospice

Job title:	Property Services Technician
Reports to:	Property Services Manager
Department:	Sustainable Estates
Based at:	Hospice and mobile to retail units

Job summary:

To provide a 7-day week, including evenings and weekend, high standard and efficient maintenance service for the Hospice, ensuring the safety and security of the buildings, retail units, patients, staff and visitors at all times. Emphasis on internal and external decoration.

Safeguarding responsibilities:

- To demonstrate a commitment to keeping adults and young people safe
- To report any disclosure made to you to the appropriate person
- To report any safeguarding concerns in the workplace to the appropriate person
- To maintain an awareness of the hospice's policies in relation to safeguarding

Key responsibilities:

- To be responsible for undertaking the general internal and external maintenance of all hospice premises and grounds including the hospice's retail portfolio.
- To be responsible for undertaking the internal and external decoration of all hospice premises.
- To carry out portable appliance testing as necessary throughout the hospice premises, ensuring detailed records are kept.
- Various porter duties may be required, included but not limited to hospital runs and furniture collections.
- To ensure sufficient supplies of all medical gases are kept in stock, carrying out daily usage checks and changing cylinders when necessary.
- Work with the Property Services Manager in ordering and/or collecting supplies as and when necessary.
- Adhering to the site planned preventive maintenance schedule working with the Property Services Manager to ensure it is up to date and that all hospice premises are compliant.
- Participate in security checks and also the unlocking of the Hospice building on a daily basis.
- Flexible working will be required working ad hoc weekends and evenings as necessary to complete project works or emergencies reactive works.
- To assist in office or premises moves and setups including shop refreshing, remodelling, new fit-outs and openings when required.
- To be a key player in project works at retail outlets and the hospice.
- To assist in the moving of furniture to set up for events at the hospice.
- Ensure that all hospice vehicles are clean and maintained to a high standard

- To participate in the out-of-hours maintenance on call rota for hospice premises.
- To work with and organise corporate volunteer groups.
- To carry out any other duties reasonably requested by Line Manager
- Assisting the Property Services Manager in updating the site asset register when assets need removing or adding.
- To be responsible for the work planning for property services volunteers.
- Ensure all works carried out, are in a safe way following and adhering to all risk assessments in place.
- Oversee the work of contractors when on site, ensuring they have completed a health and safety induction.
- Demonstrates a strong commitment to personal health and safety and promotes a consistent, hospice-wide health and safety culture
- To set up meeting rooms as and when required.
- Responsible for security including unlocking and locking the whole hospice at the start of duty and prior to going off duty and setting relevant intruder alarms if required.
- Carrying out porting duties as and when required, for example hospitals runs, blood collections and controlled drug collections.

Responsibilities for all staff:

- Act as a positive ambassador for St Elizabeth Hospice
- Where the postholder is a member of a professional body, comply to the professional standards set by that body. Ensure registration is current and practice continuous professional development.
- Because of the special nature of the hospice and its work, the postholder may on occasion be asked to undertake other duties to help maintain our high standards of care and engagement.

This job description is not necessarily exhaustive and may be subject to review by the line manager in conjunction with the postholder.

Person specification: Property Services Technician

Requirement	Essential	Desirable
Qualifications & training	Educated to GCSE level or equivalent, alternatively have proven work experience with transferable skills	- Relevant NVQ qualification (such as maintenance or Building trades) or equivalent. - NVQ in mechanical or electrical engineering
Knowledge & experience	- Practical and hands-on experience of internal and external decoration - Practical and hands-on experience of general maintenance tasks such as plumbing, carpentry, gardening and other maintenance relating to buildings.	- Knowledge of working in a healthcare-related environment - Experience of electrical and mechanical maintenance
Specific skills	- Excellent interpersonal, communication and social skills - Ability to prioritise and organise day-to-day workload - Pro-active and systematic approach to problem solving. - Basic IT Skills	
Personal qualities	- Able to work without supervision. - Able to work in own and with wider teams effectively and cooperatively - Ability to work under pressure. - Flexible approach to working hours. - Attention to detail - Full clean driving licence	