

Chargehand Electrical Technician (Multi-Skilled)

Department: Health and Community Services

Division: Estates and Hard Facilities

Reports to: Electrical Engineering Manager

JE Ref: HCS1173

Grade: TECH10

JE Date: 08/12/2022

Job purpose

Assist the role-holder's line manager in the organisation, management, and control of the Electrical section.

As a working Chargehand, this role combines planning and overseeing the staff and the work of the Section with the hands-on responsibilities of a specialised Multi-skilled Electrical Technician / Bio – Medical Electrical Technician working on medical devices and the specialist Hospital infrastructure.

The post holder will represent the department as the senior person available.

Job specific outcomes

The responsibilities of the role therefore require the role-holder to undertake the following activities:

- Plan and organise the day-to-day work schedules for the team within the electrical section ensuring the Health and Community Services, specialised Hospital equipment, plant, services' and equipment is maintained to the agreed standards.
- Liaise with line managers, and other operational or asset managers, to prioritise tasks and provide clients with an efficient and cost-effective service. Monitor work in progress and inspect completed work to ensure that the required standards are consistently being achieved.
- Take on the responsibility of Authorised/Responsible person roles following specialised training in areas such as low voltage, ventilation, lift management, and decontamination to ensure the hospital remains within the guidelines set by the suite of HTMs (Hospital Technical Memorandums)
- Carrying out the duties of a Multi-Skilled Electrical Technician at those times when the role-holder is not dealing with supervisory, administrative or planning duties. To be accountable to the Electrical Engineering Manager and to deputise during periods when unavailable.
- To be a pro-active team leader and coordinator, disseminating knowledge and information and to identify and fulfil training requirements of staff and to be included in the management team during recruitment and selection of new staff.

- Liaise with other disciplines and departments within Health and Community Services to ensure that direct and contracted works are completed in an efficient and safe manner. Attend estate management meetings to discuss ongoing projects, building renovations, ward refurbishments, prepare preliminary drawings and devise modifications to existing equipment when necessary.
- Be responsible for the monitoring of time keeping, sickness, shift, overtime and holidays, using current Government software package, in liaison with others create statutory safe working practices following task specific risk assessments. Take an active role in the maintaining of COSHH, appliance Testing and other data base information.
- Source and negotiate best price for new equipment and spares with specialist suppliers in line with current financial directions. Whilst not being the budget holder the post holder is responsible for ordering goods, spares and services to a value in excess of £100,000 per annum and be involved in the department's budget, planning, process and cost analysis of alternative methods of carrying out work.
- The role holder must lead the development, implementation, and ongoing review of written risk assessments. The role holder must also encourage the use of dynamic risk assessments and take appropriate mitigating action for non-standard conditions that are encountered. Where required, the role holder must liaise with qualified health and safety colleagues for specific advice as to best practice, or details of relevant regulations. Where required, the role holder must assist asset owners and managers with the production of method statements.
- The role-holder is also required to cover an out of hours on-call roster in relation to breakdowns. Perform any reasonable duties as requested.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Core Accountabilities, Attributes and Behaviour Indicators

Active engagement, participation in compliance with all statutory responsibilities applicable to the role, as required.

To include but not limited to Electricity at Work Jersey Law 1983, The Health and Safety at Work Jersey Law 1989, Electricity at Work Regulations 1989, The Management of Health and Safety at Work Regulations 1999 and Provision and Use of Work Equipment Regulations 1998.

Organisational structure

One Government Departments



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p>	<ul style="list-style-type: none"> The role-holder is required to hold the same levels of specialist skills, qualifications, and experience as a multiskilled electrical engineering technician. The role-holder will be expected to hold, or be working towards, an HNC/HND in Electrical or Electronic engineering with full knowledge of HCS Hospital specialist systems. Further, the role-holder must have completed a charge hand or appropriate, recognised, management training qualification. 	
<p>Knowledge</p>	<ul style="list-style-type: none"> Have the ability to understand the significance of, and effectively act as, a formally acknowledged 'Authorised Person' in relation to low voltage, lift passenger release and other AP roles within the HTM suite of documents, reporting to the Senior Authorised Person. Be competent to produce and monitor adherence to risk assessments and method statements. Have the ability to supervise and monitor more junior personnel, including apprentices. 	
<p>Technical / Work-based Skills</p>	<ul style="list-style-type: none"> Whilst not a formal line manager, the role-holder must be able to influence the behaviour, standards of work and discipline in relation to more junior personnel and therefore requires appropriate leadership skills. This relates to disciplines such as staff motivation, effective communication, but also delivering excellent customer service. The role-holder must also have, and effectively use, excellent organisational and administrative skills, and is required to be fully conversant with both computerised and manual information systems. 	

	<ul style="list-style-type: none"> • Strong analytical skills to help diagnose, repair and maintain Medical and Non-Medical equipment. • To be able to communicate in a technical manner. • The role-holder will also have a full driving licence allowing them to drive a car. 	
<p>General Skills/Attributes</p>	<ul style="list-style-type: none"> • Strong written and verbal communication skills to interact with others, including Medical Clinicians, HCS Managers, engineers and patients along with PC and IT literacy skills are essential. The ability to work alone with minimum supervision and be responsible for your own decision-making is required. • The role-holder provides technical advice and guidance to more junior personnel. They are also expected to keep their line manager briefed on the progress of work; escalate any issues requiring the involvement of their line manager and remain alert to the progress of all tasks/projects and provide commentary in relation to these, including contributing to wider decision-making where collaborating with partners and stakeholders. • External contact will occur and will involve the role-holder liaising with contractors working on various HCS assets, or within projects, which required the involvement of the role-holder. This will involve the role-holder giving and receiving information. This contact will involve the role-holder to order the correct parts and equipment from suppliers. • Requires communications with third parties at a middle to senior level for project work. 	
<p>Experience</p>	<ul style="list-style-type: none"> • The role-holder must have proven experience in a staff supervisory role or have demonstrated the skills through experience within the organisation of having 'acted up.' • It is essential for the role-holder and to be fully conversant with the relevant legislation relating to health and safety and dealing with electricity at work, together with the organisation's electrical safety rules and HTM's including the Permit to Work procedures. 	

	<ul style="list-style-type: none"> • Proven specialised experience in building management systems, HVAC, BMS, Networks • Basic knowledge of other trades, (Mechanical, plumbing and general building) in order to provide support and assistance to the wider maintenance team if required. • In order to carry out necessary technical repairs to the wide range of equipment worked upon, the role-holder is also required to successfully complete relevant specialist short training courses. These are typically of one week duration and are provided by manufacturers and specialist training providers. • An external candidate recruited with the required qualifications and experience, would be expected to be up to speed the role after a period of between 6 and 12 months. 	
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Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey core accountabilities, attributes and behaviour indicators.

The post holder will be required to successfully undertake nationally recognised and certified training both pertaining to his or her core skill but also to skills outside of his or her core skills where deemed necessary. Leading to a diverse knowledge of specialised Healthcare equipment plant and services found in a modern Hospital.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.

Organisation chart

