



*Being there for you  
and your family*

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Maintenance Electrician</b>
<b>LOCATION:</b>	<b>LOROS, Groby Road, Leicester</b>
<b>RESPONSIBLE TO:</b>	<b>Facilities &amp; Operations Manager</b>
<b>HOURS:</b>	<b>Full time, 37.5 hours per week, Monday to Friday, plus be part of the out of hours on call engineer rota</b>

### **Job Purpose**

The successful candidate will be working as part of a small team to deliver facilities and operational services to the LOROS Hospice and the wider estate. This role requires someone with excellent interpersonal and organisational skills who has experience of working within facilities management team, delivering planned and reactive maintenance.

### **Main Duties and Responsibilities /Key Accountabilities**

1. Co-ordinate and complete when due planned preventative maintenance activities allocated to you. These could be either in-house or subcontracted services. Ensuring that any/all recommendations following a planned maintenance visit are followed through to completion.
2. In the absence of another Facilities Officer, you will be expected to assist with the completion of their planned preventative maintenance activities as they fall due. You will be trained to deliver all of the PPMs.
3. Working with other Operational team members to carry out...
  - a. Weekly fire alarm tests
  - b. Monthly standby generator tests
  - c. Annual guttering cleaning
  - d. Be member of fire team, be trained in the use of the fire panel and fire extinguishers.
  - e. Be trained as a Responsible Person (MGPS) for medical gases pipeline system
4. Work with the Operations Administrator to ensure maintenance schedules and folders are up to date with service visits and services sheets, ensuring PPM paperwork is accurately completed. Be responsible for identifying remedial works/recommendations from the maintenance visit for logging on the PPM action tracker. Ensure recommendations are acted upon within a reasonable timescale i.e.

obtaining quotations/assessing the necessity of the work/getting the work completed.

5. Respond to reactive maintenance jobs as they come in, prioritising jobs and completing them in a safe and timely manner.
6. Carry out minor electrical installations and electrical repairs ensuring compliance to the Electricity at Work Regs. 1989.
7. Sub-Contractor Management  
Work to the Control of Contractors Policy ensuring receipt of current and relevant risk assessments, method statement, COSHH risk assessments, insurances and training/competency certificates etc. for each task to be carried out. Liaising with the Health & Safety Officer, for help with any issues related to the information received. Once on site induct the contractor to their area of work and site emergency procedures and manage the contractor whilst on site, checking quality of work and cleanliness of work area on completion.
8. Work to Risk and Method Statements for all planned and reactive tasks, including POW risk assessments, and identifying new or different hazards before commencing work.
9. Be trained in infection prevention and gain an understanding of the risks associated with working within a clinical environment.
10. Communicate with other members of the department regarding any site developments/changes etc.
11. Assist with office moves/conference room set ups as required.
12. Provide event support, help at events and represent LOROS on other occasions as deemed necessary. This will require working outside of contracted hours
13. Carry out any reasonable additional duties/tasks as requested by line Manager and assist other team members as required.

## **GENERAL:**

All staff are subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.

To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.

All staff are subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.

Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Co-operate with their employer as far as is necessary to meet the requirements of the legislation.

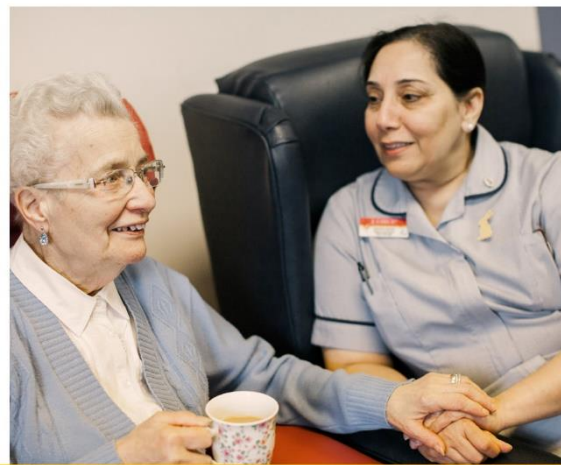
All staff should be aware of and aim to contribute to LOROS' Vision and Mission and also strive to exhibit the Values & Behaviours at all times (see attached document).

**The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.**

Signed..... Date.....  
**Postholder**

Signed..... Date .....

**Line Manager**



# Our vision and mission



## Vision

(Our long term aspiration for our society)

Everyone with an incurable illness has the right to excellent care. This should value and respect their uniqueness and their own choices. People should be enabled to live and die with dignity and with appropriate and compassionate support for themselves and their loved ones.



## Mission

(Our goals and activities in working towards our Vision)

**LOROS** is a charity whose aim is to enhance the quality of life of adult patients with cancer, progressive neurological conditions and end-stage organ failure for whom curative treatment is no longer possible. Patients are treated at the Hospice and in the community based upon clinical need, regardless of background and the ability to pay.

**LOROS** specialises in holistic, multidisciplinary care, focused on the whole person and including family and carers. The care given takes into account the patients' physical, psychological, social and spiritual needs as well as their own choices. Family members are supported in adjusting to loss and bereavement.

**LOROS** contributes to the education and training of its own and other health and social care professionals and of volunteers. The charity is also committed to research in order to improve the understanding and practice of palliative care.

# LOROS

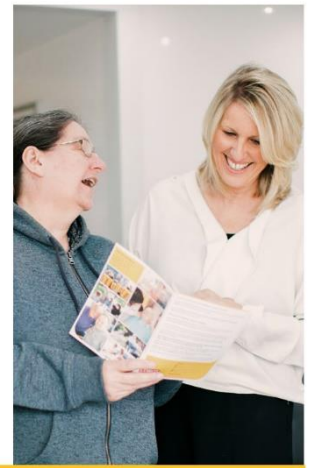
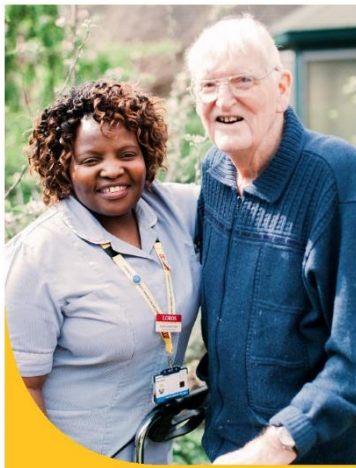
Hospice Care for Leicester, Leicestershire & Rutland

**loros.co.uk**

Registered Charity No: 506120

Being there for *you*  
and *your family*





# Our values and behaviours



## **Professional**

Showing respect to patients and families, as well as members of our community, staff and volunteers.



## **Focused**

On exceptional quality service and support for patients and families whilst listening, learning and adapting to their diverse needs.



## **Collaborative**

Working together as colleagues and with local, regional and national partners to grow meaningful relationships and achieve sustainability.



## **Compassionate**

Showing kindness, discretion and sensitivity as we care for our patients, families, our community, staff and volunteers.



## **Trustworthy**

Be honest, reliable and consistent, showing respect and dignity in everything that we do.



## **Accountable**

To our patients, their families, our community, staff, volunteers and external organisations/bodies.

# LOROS KEY FACTS

## SEPTEMBER 2018

LOROS Hospice is a registered charity and also a company limited by guarantee which is governed by a Board of up to 15 unpaid voluntary Trustees. It is regulated by the Charity Commission, Companies House and the Care Quality Commission.



**>2,500**

No. of individuals  
receiving patient care  
from LOROS per year



Of whom  
**665**

admitted to  
Inpatient Ward



**31**

beds in  
Inpatient Ward



**343**

employees

**1,500**

regular volunteers



Average length  
of stay

**14 days**



**£560**

Cost per bed/day  
including overheads



Cost per attendance  
for Day Therapy **£305**

Day therapy now offers support to patients by  
a much wider range of professionals including  
physio, occupational and complementary  
therapists, doctors and chaplaincy.

**Cost**  
per hour  
of running  
the charity

**£8.2M**

Expenditure on patient care per year

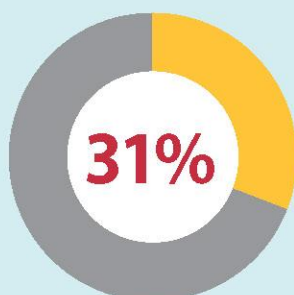
**£6.0M**

Minimum amount of income to be raised per year

Excludes the activity of LOROS Education, which is a self-funding service.



**£932**



Portion of  
expenditure covered  
by NHS



Portion of charity  
costs directed to  
care services

**2,165**

participants in LOROS educational activities  
per year



**24,950**

LOROS Lottery numbers



**29**

LOROS  
Shops

All money raised is spent locally in Leicester, Leicestershire and Rutland.

**LOROS**

Hospice Care for Leicester, Leicestershire & Rutland

**loros.co.uk**

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