



JOB DESCRIPTION	
Job Title:	Multi-Skilled Operative (Maintenance Operative)
Hours of Work:	30
Base:	Barnsley Hospice, Gawber
Department:	Estates
Accountable To:	Head of Estates and Facilities
Responsible For:	N/A
Job Purpose:	To undertake electrical, mechanical and general maintenance services within the Hospice to an agreed high standard and within agreed budgets. The role will have a strong electrical bias, with responsibility for maintaining electrical systems, carrying out compliance testing, fault finding, and minor electrical repairs, alongside supporting the wider Estates function with general building maintenance duties.
Organisational Summary	<p>Barnsley Hospice is a charity that provides specialist palliative and end of life care to hundreds of local people and those close to them each year. Our main priority is to achieve the best possible quality of life for people living with a life-limiting illness, whilst supporting those close to them during the period of illness and bereavement. As a specialist care provider, the range of skills we offer include, pain and symptom management, emotional support and end of life care. The hospice currently employs about 100 people and has a team of volunteers, based both at the hospice and within our Retail Hub.</p> <p>We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Barnsley Hospice.</p>
<p>Main Duties & Responsibilities:</p> <ol style="list-style-type: none"> 1. Keep accurate and appropriate records relating to all aspects of Maintenance as per the maintenance Schedule, including electrical testing, inspections, repairs and compliance documentation. 2. Undertake regular stock checks of electrical components, maintenance consumables, and general maintenance materials. 3. Support the Head of Estates in obtaining quotes for service contracts and maintenance works. Liaise with suppliers and contractors regarding repairs, servicing, and defects. 4. Maintain knowledge and awareness of current Health & Safety legislation, electrical safety regulations, and safe systems of work. 	

5. Report any major structural, electrical, mechanical, or equipment defects to the Head of Estates and work collaboratively to seek appropriate solutions.
6. Be responsible for supporting compliance programmes including emergency lighting checks, PAT testing, fire alarm testing, and legionella monitoring.
7. Apply internal finishing works such as internal partitions, decorating, fixture installations, and basic building adaptations.
8. Carry out basic joinery tasks including repairs to doors, locks, windows, shelving, and partitions.
9. Carry out basic plumbing tasks including sink and toilet repairs, waste and drainage issues, and minor pipework repairs.
10. Ensure oxygen supply systems remain active and operational, escalating any faults immediately.

Key Duties and responsibilities:

11. Undertake planned and reactive maintenance tasks for all Hospice premises as per the maintenance schedule, with a primary focus on electrical systems and equipment.
12. Complete weekly, monthly, quarterly, bi-annual, and annual compliance tasks, recording findings and completion dates accurately.
13. Carry out painting and decorating of designated areas across all Hospice premises.
14. Undertake portable appliance testing (PAT) and maintain associated records. Carry out minor electrical works within competency levels, including fault finding, replacing plugs, sockets, lighting components, switches, fuses, and inspecting damaged cables.
15. Support with maintaining the general upkeep and tidiness of the grounds, including waste disposal and car parking areas. Assist volunteer gardeners where necessary.
16. Participate in the Estates on-call rota which involves covering one week in three (24 hours, seven days a week).
17. Greet and accompany visiting maintenance personnel and contractors, ensuring work is completed to expected standards. Ensure RAMS are provided and relevant permits to work are issued before commencement of works.
18. Assist with portering services and the movement of tables, chairs, furniture, medical equipment, and supplies.
19. Check oxygen bottle supply levels twice daily and arrange additional oxygen supplies and replacement cylinders as required.

To drive Hospice vehicles as directed for collections and deliveries relating to Hospice business and operations, examples include:

- Blood samples and medical notes
- Collection of drugs and medicines in line with control of drugs procedures
- Collection of maintenance materials, and medical equipment

General

1. Respect confidentiality applying to all Hospice areas.
2. Maintain awareness of all relevant legislation and Hospice policies/procedures and act in accordance with them.
3. Maintain awareness of personal responsibilities as defined by the Health & Safety at Work Act 1974, ensuring a safe working environment at all times.
4. Through the appraisal system and in conjunction with your line manager, identify personal and professional development needs. Participate in suitable training courses and mandatory Hospice training as identified and required.
5. Carry out any other duties deemed appropriate to the post by Hospice Management.

Other Responsibilities

1. To undertake any other duties, commensurate with the role as required by the Hospice.
2. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times.
3. The post holder will be expected to maintain strict confidentiality at all times.
4. The post holder will ensure that they are aware of and apply health and safety and fire precautions.
5. The post holder will ensure that clinical risk management and safeguarding procedures and relevant good practice guidelines are followed at all times.
6. The post holder is to ensure data protection is maintained at all times.
7. The post holder will be flexible in terms of working hours in order to meet service needs.
8. The post holder will support the Hospice as required, across the range of duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder.

This job description is not an exhaustive list but it shows many of the aspects to this role.

PERSON SPECIFICATION	
Knowledge and educational achievements:	
<ul style="list-style-type: none"> • Maths and English Level 2 • Recognised Electrical qualification or equivalent experience • Full UK driving licence 	<ul style="list-style-type: none"> • City & Guilds Level 2 or 3 in Electrical Installation or equivalent • 18th Edition Wiring Regulations qualification • PAT Testing qualification • Qualification or experience in a secondary trade such as plumbing, joinery, or general building maintenance
Experience and work achievements:	
<ul style="list-style-type: none"> • Minimum of 3 years' experience in electrical and general building maintenance • Experience carrying out electrical fault finding and minor electrical repairs • Experience maintaining electrical systems, lighting, and portable appliances • Experience in general maintenance tasks including basic plumbing, joinery, decorating, and repairs • Handyman or multi-skilled maintenance experience 	<ul style="list-style-type: none"> • Experience working within healthcare, hospice, or care environments • Experience with fire alarm systems, emergency lighting, or building management systems • Experience in plumbing and heating maintenance
Skills and abilities:	
<ul style="list-style-type: none"> • Ability to diagnose electrical faults and general maintenance issues • Good understanding of electrical safety and compliance requirements • Ability to undertake a wide range of maintenance and repair tasks • Good communication skills both verbal and written • Ability to work independently and prioritise workload Competent in maintaining accurate maintenance records 	<ul style="list-style-type: none"> • Knowledge of HTM guidance and healthcare compliance standards • Understanding of legionella control procedures
Personal attributes:	
<ul style="list-style-type: none"> • Excellent communication skills with the ability to interact appropriately with patients, visitors, staff, contractors, and suppliers • Proactive approach and willingness to take initiative • Flexible and reliable approach to work • Ability to remain calm and professional under pressure • Strong attention to detail and commitment to high standards 	<ul style="list-style-type: none"> • Team player with a positive and supportive attitude • Commitment to continuous professional development

Our Values and Behaviours:	
<p>Ambition: <i>We aim high and look for ways to improve ourselves, our services, reach more people and play a leading role.</i></p> <ul style="list-style-type: none"> • We set high standards for ourselves and the services we provide. • We seek every opportunity to learn: from our successes and our mistakes. • We take a flexible and creative approach when seeking opportunities and solutions. <p>Collaboration: <i>We are inclusive and work in partnership with others to achieve shared goals and get the best outcome possible.</i></p> <ul style="list-style-type: none"> • We value diversity in its broadest sense and take meaningful action to create an inclusive environment. • We seek out and nurture partnerships so we can achieve more together. • We are welcoming and friendly. <p>Compassion: <i>We are caring and treat everyone with kindness and respect.</i></p> <ul style="list-style-type: none"> • We show empathy and consideration towards others. • We are genuinely caring and respectful in our interactions with others. • We are generous with our time and attention, and value the people around us. <p>Integrity: <i>We are honest, communicate clearly and openly, and take responsibility.</i></p> <ul style="list-style-type: none"> • We are open and honest with ourselves and others. • We are trustworthy and reliable and deliver on our promises. • We are professional and take our responsibilities seriously. 	<p>Assessment method – application form and interview</p>