



JOB PROFILE

Post Title:	Maintenance & Supplies Supervisor (H&SC)
Directorate:	Health & Social Care
Responsible to:	Community Care Centre & Residential Development Manager
Responsible for:	4 Handyman/Drivers
Grade:	Band C

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible to the Community Care Centre & Residential Development Manager, for the provision of a high-quality service that ensures Buildings and Premises within Health & Social Care are safe and maintained to the required standard where service user's quality of life is paramount.

Ensure that domestic supplies and services are adequate to the needs of the service users.

Main Duties and Responsibilities

1. Responsible for ensuring that standards of Health & Safety are maintained for the building and premises within Health & Social Care in line with Policy and Procedures within the Health & Safety at Work Act;
2. Supervise the Handymen/ Drivers, including allocating work schedule on a daily basis and ensuring cover arrangements in place for annual leave and absence;
3. Maintain SHG Vehicles on Premises including: cleaning, general maintenance and reporting any repairs to transport section;
4. Monitor internal/external repairs of the buildings and action as required to Building Manager via email notification;
5. Ensure Fire Safety Regulations and Procedures in place. Consult with Fire Department as required and support Manager with Fire Department visits;
6. Responsible for planning and undertaking regular fire tests, evacuations: including checking alarms, zones and equipment with the Community Care Centre & Residential Development Manager;
7. Responsible for the ordering of all food supplies, cleaning materials and equipment; ensuring adequate stocks in place, considering food shortage and shipping/freight changes;
8. Responsible for ensuring procuring and distribution of Personal Protective Equipment, Medical and Incontinence Supplies Health & Social Care Portfolio;



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9. Liaise with Community Care Centre & Residential Development Manager/Procurement Lead responsible, when stocks change or emergencies arise;
10. Arrange collection and delivery of all catering, cleaning, medical and PPE to other services within the Portfolio as required;
11. Ensure receipts, invoices are forwarded in a timely manner to Finance Officer for payment;
12. Ensure records and accounts are kept of all transactions that are legible;
13. Arrange and organise collection of freight received from overseas as required;
14. Ensure the CCC Units have sufficient domestic supplies on a weekly basis;
15. Arrange with Handyman to collect and deliver weekly medication supplies to CCC, Ebony View and Sheltered Housing form Pharmacy;
16. Ensure all Equipment and furniture is in working order and action repairs if faulty; this will include catering/kitchen equipment, manual handling equipment and all electronic equipment essential for the safe use for services users and staff;
17. Maintain buildings inventory in line with Financial Regulations;
18. Support Community Care Centre & Residential Development Manager with recruitment and selection of Handyman/Drivers as necessary;
19. Provide induction to new staff under supervision and complete induction process;
20. Undertake supervision on a regular basis for Handyman/Driver; identify training requirements and ensure staff has appropriate training to undertake the job;
21. Participate in mandatory training as and when required;
22. To transport service users within social care as required to Hospital, Community Clinics and other appointments;
23. To support with hospital discharge where appropriate for residential clients and community clients, were ambulance or hospital transport not available;
24. Responsible for the maintenance and other minor repairs to all premises within social care as requested;
25. To support and ensure that when exterior contractors are on site, health and safety procedures are followed and the Manager liaises with the contractor;



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26. Any other duties as delegated by the Community Care Centre & Residential Development Manager.

Special Conditions

- Working and supporting vulnerable adults within our services
- Potential exposure to hazardous cleaning materials clinical waste
- Out of hours work including weekend to cover social events in house and community
- On Call duties regarding emergencies and breakdown
- Involvement in Emergency Planning and Responding to Emergencies as required across SHG
- To support with maintenance, transport of equipment, supplies as required at the Hospital
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This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance	iii
Analysis and use of Information: Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information	i
Decision Making: Solves problems that have significant short-term implications for the directorate and assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than just symptoms and is evidence based and made in compliance with policy guidelines.	iii
Working with Others: Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.	ii
Communication: Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs	iii
Influencing and Persuading: Team player, receptive to constructive feedback and seeks clarification when	ii



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necessary. Confident in expressing difference of opinion in a constructive manner.	
Dealing with Change: Supports colleagues through periods of change by promoting goals or new initiatives, and new ways of doing things. Is responsive to constructive feedback and addresses obstacles to change.	iii
Continuous Improvement: Sets SMART objectives for team and evaluates them and where necessary motivates team members to improve and develop their performance.	iii
Managing Resources: Ensures team members understand key issues affecting their work and their role within SHG and tackles poor performance promptly.	iii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional Skills Level 2 in Literacy and Numeracy or willing to work towards	E	√	
Driver Licence Class C	E	√	
Knowledge & Experience:			
Knowledge of stock control procedures including SHG Financial Regulations	E	√	√
Knowledge of Health and Safety issues	E	√	√
Knowledge of Infection Control procedures	E		√
Extensive experience working within Health & Safety guidelines	E	√	
Experience of managing staff	E	√	√
Experience in maintaining equipment including electrical equipment	E	√	√
Experience in building maintenance	E	√	√
Skills and Abilities:			
Ability to maintain all equipment to ensure safe use	E		/
Ensure Adequate stocks of Food, medical and cleaning materials held at CCC	E		/
Ability to remain calm under pressure	E		√
Ability to motivate a team to maintain high standards of work	E		√
Ability to work without direct supervision	E		√
Ability to empathise with older adults	E		√
Good organisation skills	E		√
Ability to remain calm under pressure			
Able to motivate a team to maintain high standards			
Other:			
Honest, trustworthy	E		/
Willingness to work flexibly – evening and weekend work may be required.	E		/



PERSON SPECIFICATION

Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		/
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		/

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.