



JOB PROFILE

Post Title:	Handyman/Driver
Directorate:	Health & Social Care
Responsible to:	Emergency Operations Manager
Responsible for:	N/A
Grade:	B

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible for the upkeep and maintenance of Health & Social Care premises to ensure that it remains in good condition. The post-holder will have a vital role to play in making the environment safe and comfortable.

Main Duties and Responsibilities

1. Keep external environments of health and social care premises and hospital such as gardens, footpaths, roadways, windows and other areas clean and tidy.
2. Conduct maintenance checks on buildings, internal and external, with particular attention to health and safety issues. Report any faults to service managers.
3. Carry out driving duties and assist, where required, service users to and from appointments, events and facilitate hospital discharges. This requires the post holder to be caring, compassionate and flexible.
4. Support the pharmacy team by driving the dispensary bus to country clinics.
5. Carry out general maintenance duties such as carpentry, plumbing, electrical and painting.
6. Assist with the collection and packing away of stores. This includes the collection of medical supplied from the Pharmacy.
7. To collect patient meals from the CCC and deliver them to the hospital, this may include some evenings, weekends and bank holidays (overtime payments are permitted).
8. To arrange the delivery and collection of government vehicles to ensure that maintenance can be undertaken as planned.
9. Support lasting officers with the transfer of the deceased from the community and hospital to the mortuary.
10. To be aware of and work within all policies and procedures relating to the work place.



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11. Any other duties required by the Line Manager.

Special Conditions

- Potential needs to be sensitive to vulnerable clients with diverse needs.
- Working outside of normal hours as required.
- Potential exposure to bodily fluids.
- Manual Handling.

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: <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.</i>	ii
Analysis and use of Information: <i>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>	i
Decision Making: <i>Ability to act on own initiative and apply sound logic to simple decision making and problem solving.</i>	i
Working with Others: <i>Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.</i>	ii
Communication: <i>Good oral and written communication and ability to record factual information accurately.</i>	ii
Influencing and Persuading: <i>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.</i>	ii
Dealing with Change:	i



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<i>Flexible and adaptable to change</i>	
Continuous Improvement: <i>Willing to learn and develop in job role</i>	i
Managing Resources: <i>Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.</i>	ii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Numeracy and literacy skills at L2	D	√	
Valid Driving License classes A, B, C, D	E	√	
Knowledge & Experience:			
Experience in undertaking minor repairs	E	√	√
Skills and Abilities:			
General maintenance skills including basic carpentry, plumbing and decorating	E	√	√
Good customer care skills	E		√
Must have the ability to climb ladders, bend down, kneel for extended periods of time and lift heavy objects	E	√	√
Must have an eye for assessing a problem quickly and determining the most efficient way to solve it.	E		√
Must have a good command of English	E	√	√
Good written and verbal communication skills to communicate with all types of people	E		√
Must maintain confidentiality	E		√
Ability to be flexible and able to response to the varying needs of the portfolio	E		√
Ability to work without direct supervision and to organise own workload	E		√
Have and understanding and empathy for service users with diverse and changing needs	E		√
Other:			
Work within all guidelines of policies and procedures within the Directorate appropriate to the role.	E		√
Awareness of Health and Safety procedures, Service Standards and safe working systems	E		√
Willingness to work flexibly – some evening and weekend work may be required.			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.			
Contribute to a positive working environment ensuring commitment to equality and diversity.			



PERSON SPECIFICATION

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.