

Role Description & Person Specification

EBME Assistant

Department of Infrastructure

Shared Services Division

General Job Title:	Electrical/Electronic Technical Assistant (EBME)
Department:	Infrastructure
Division:	Shared Services Division
Section:	Facilities Management
Responsible to:	EBME Supervisor
Grade:	PSC Skill Zone 2 / Pay Band 5

What will you do?

The specialist Facilities Management service manages the maintenance and refurbishment of a range of equipment located across the Government property portfolio, enabling the delivery of customer services to the public.

The IOM Government's property portfolio is very wide ranging and includes

Educational Establishments	Sports Facilities	Health Buildings
Entertainment Facilities	Primary Care Buildings	Social Care Buildings
General Office Accommodation	Justice Facilities	Utility Buildings

As part of the Electro Bio-Medical Engineering (EBME) team, the post holder will assist in providing technical support and routine servicing in relation to a wide range of medical equipment throughout the Department of Health & Social Care and for other organisations.

What does that involve?

The post holder will be expected to:

Work alongside both in-house and contract staff working to best practice.

To complete basic inspection, repairs, functional tests, electrical safety tests and basic performance verification procedures as directed by senior technicians/supervisors.

Such equipment would include but not limited to patient beds, pressure-relieving devices, oxygen/suction equipment, wheelchair repairs and respiratory equipment for example.

Completion of mandatory testing and appropriate record keeping and reporting.

Assist with assessing and liaising with other trades, reporting when required direct to the responsible Senior Technician/supervisor.

Give limited advice and support to users of medical equipment on the functions and maintenance of devices.

Utilise their skills to assist in the installation, repair and maintenance of other equipment, as requested under the support of the Shared Services Division.

Responsibilities and Governance

1. To assist in Maintaining an up-to-date inventory of all Medical Equipment deemed the responsibility of the Department.
2. The servicing/delivery of all Medical Equipment referred, to ensure the equipment's safety and efficiency.
3. Ensuring that all maintenance and repair work is carried out promptly and efficiently and to the satisfaction of their line manager, and that all records (equipment management system) are updated accordingly, where requested or instructed to do so.
4. Ensure that all work conforms to relevant standards, regulations, acts, policies and legislation, and does not contravene local rules or Department of Health & Social Care policies, seeking advice from manager where appropriate.
5. Assisting the department in response to safety/hazard notices, liaising with other departments where appropriate.
6. Carrying out duties not specific to the core skill as deemed necessary by the Senior Technicians/Supervisors.
7. Maintaining liaison and good working relationships with medical staff and other users of the services provided by the Department.
8. Assist by reporting any defects or hazards associated with the Department or any potentially hazardous situation or area to the senior technicians or supervisors.
9. Complete basic service reports and performance verification on equipment to relevant standards. Complete acceptance testing and documentation of new equipment.
10. Monitoring the utilisation of EBME plant and equipment and report any issues in the event of problems with any system or item of plant to the Senior Technicians /Supervisors.
11. Assist as directed by the Senior Technicians/supervisors any co-ordination and administration of maintenance contracts as operated throughout the Facilities Management Section.
12. Participate, as required, in the establishment and operation of computer-based estate information systems and its utilisation within the Department.
13. Assist in the implementation of EBME Records across the Shared Services Division ensuring regular update takes place.
14. Once trained you may be required to participate in the Facilities Management Section on Call rota, to support work within the remit of the role, senior staff will be available either on site or remotely.
15. Working a limited amount of overtime as demanded by department needs.
16. Undertake other reasonable duties as required by the Senior Technicians/supervisors.

Training

- This post requires continual technical development. The successful candidate will be required to undertake both formal and continued technical development.
- Undertake training in new techniques when appropriate, this may require off island travel.
- A Skills Pathway has been developed which will provide the candidate with an opportunity through continual professional development, on the Job training and

vocational training to progress from an EBME Assistant (Skill Zone 2) to EBME Technician (Skill Zone 3) through to Senior EBME Technician (Skill Zone 4).

This job description is intended as a guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled under the written statement of the main terms and condition of employment.

The contents may be amended from time to time subject to developing service needs although such amendments would occur following appropriate consultation with the post holder.

This post has no budgetary or managerial responsibilities, following relevant training the post holder may be responsible for a purchase card, for small items within the relevant financial delegation.

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
5 GCSE'S or equivalent qualifications or Hold a recognised trade qualification in electrical/electronic engineering and be registered an electrical tradesman	D	CV
Demonstrates competencies in electrical and mechanical Equipment maintenance	D	CV
Have a background in electrical/electronic/mechanical engineering maintenance in industry. Preferably such experience shall include working with engineering plant	D	CV/Interview
Experience of working unsupervised and part of a team repairing and maintaining equipment. Knowledge of Fault-finding equipment and techniques	D	CV/Interview
Knowledge and experience of risk assessment and Health and Safety	D	CV/Interview
Experience of working with QA systems, for example, BSEN 9002 Experience of working to EN60601-1 – the European standard for medical equipment	D	CV/Interview
Has open conversations	E	Interview
Addresses the issues	E	Interview
Build supportive relationships	E	Interview
Is professional and credible	E	Interview
Capability		
Fault finding techniques, and an aptitude and ability to solve problems	E	CV/Interview
Clear and fluent in oral and written communications	E	CV/Interview
Good organisational skills; to work without direct supervision and to be accountable for your own professional actions	E	CV/Interview
Adaptable to change	E	CV/Interview

Good skills in Microsoft Office & Windows	D	CV/Interview
Demonstrate determination and accuracy in work	E	CV/Interview
Ability to work to a high standard and to achieve set deadlines.	E	CV/Interview
Future focussed	E	Interview
Makes considered decisions	E	Interview
Encourages innovation and supports change	E	Interview
Character		
Be able to make decisions and prepared to act on own initiative	D	CV/Interview
Ability to work in a team or independently	E	CV/Interview
Trusts and is trusted	E	Interview
Ability to deal with people at a variety of levels	D	
Has positive energy and drive and motivation	E	Interview
Inspires, motivates and empowers	E	Interview
Flexible approach to On Call/overtime/emergency working	E	CV/Interview
Other requirements		
Isle of Man Worker	D	Application
Satisfactory Police check	E	Pre-employment Checks
Full & Valid UK or IOM driving licence	E	Pre-employment Checks