The Shrewsbury and Telford Hospital NHS Trust



# FIRE SAFEY MANAGER

## INFORMATION FOR CANDIDATES



# ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



## **OUR VISION AND VALUES**

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

## "To provide excellent care for the communities we serve"

**Our Values:** 



## **OUR VISION**

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

## **OUR VALUES**

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

# COLLEAGUE BENEFITS

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

FINANCIAL

Free Will writing service

Savings and Loan schemes

#### **PSYCHOLOGICAL SUPPORT**

- Coaching
- Mental Health First
- Aiders Chaplaincy

#### **PHYSICAL SUPPORT**

- Fast track physiotherapy service Free
- eye test vouchers

#### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid
- support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

iscounts with local gyms

# LEARNING AND DEVELOPMENT

#### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

#### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

#### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job

HEALTH AND WELLBEING

GENERAI



## JOB DESCRIPTION

Job Title	Fire Safey Manager (Senior Operating Manager)
Band	8a (pending A4C)
Directorate	Corporate
Accountable to	Head of Estates
DBS Required?	No

# JOB OVERVIEW

The Fire Safety Manager ("Senior Operating Manager") is accountable to the Head of Estates and is responsible for ensuring that the organisation fulfils its statutory and mandatory duties; as in accordance with "The Regulatory Reform (Fire Safety) Order 2005, DH Firecode and other associated codes of practice.

Has responsibility for ensuring that the workplace / significant part of, is safe for patients, staff and all other service users.

Responsible for the management of the organisations fire safety strategy, including staff management and SaTH wide training programme for Fire Safety.

Required to obtain/ provide expert specialist and professional fire safety, construction, building and / or engineering reporting and advice for the directors, senior management and executives of the organisation.

The Fire Safety Manager will be expected to be able to identify key fire safety risks and assist in the overall prioritisation and recommendation of resources and funding within the Trust capital programme to resolve/

minimise any consequences.

Required to work largely on their own initiative, provide and receive complex information and integrate this into appropriate fire safety strategies which they will own and update as necessary.

He/she will be required to work closely with other senior managers, staff, third parties and outside authorities in order to fulfill the objectives of the Trusts H&S, Fire and Emergency Preparedness policies. He/she will also be accountable to the Trust Fire Safety Group, Health & Safety Steering Group and Estates Divisional governance platform. Executive boards and performance assurance committees on all fire safety and governance issues.

## Main Duties and Responsibilities

The Fire Safety Manager is responsible for developing and supervising the fire safety management system, including:

- The overall management, update and implementation of the fire safety policy.
- Manager of the fire safety team responsible for attendance, appraisal, performance management, training, capability and welfare etc.
- Authorised signatory; holder of pay, non- pay and income budgets.
- Management of external contracts and Service Level Agreements.
- Identifying various sources to generate an income from potential business opportunities.
- Reporting of non-compliance with legislation, policies and procedures to the executive director with fire safety responsibility. Leading risk assessment as appropriate.
- Reporting/providing to all levels expert and specialised advice on fire legislation.
- Obtain/provide expert and technical advice on the application and interpretation of fire safety guidance, including DH's firecode;
- Raising awareness of all fire safety features and their purpose.
- The development, implementation, monitoring and review of the organisation's fire safety management system.
- The development, implementation and review of the organisations fire safety policy and protocols.
- Produce an annual report of fire safety for the Trust board and Performance Assurance Committee.
- Ensuring that fire risk assessments are undertaken, recorded and suitable action plans devised in a format that they can easily interpreted and managed.
- Ensuring that risks identified in the fire risk assessments are included in the Trust's risk register as appropriate.
- The overall operational management of fire safety risks identified by the risk assessments.
- The development, implementation and review of the organisations fire emergency plans.
- Ensuring that requirements related to fire procedures for less-able staff, patients and visitors are in place.
- Management and development, delivery and audit of an effective fire safety training programme.
- The reporting of fire incidents in accordance with Trust policy and external requirements.
- Monitoring, reporting and initiating measures to reduce false alarms and unwanted fire signals.
- Lead liaison with enforcing authorities i.e. Fire Service, Local Authority Planning & Building Control
- Lead any liaison with the Trust and other external organisations executive and senior management teams (via service contracts).
- Be the lead Liaison with independent Authorising Engineers (Fire);
- Monitoring the inspection and maintenance of passive and active fire safety systems (fire alarms, fire dampers, emergency lights, fire stopping etc.)

- Ensuring that appropriate fire safety audits are undertaken, recorded and the outcomes suitably reported.
- Ensuring fire safety representation at relevant Trust committees;
- Ensuring an appropriate level of management is always available by the establishment of Fire Response Teams for Trust sites or premises.

This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

## **Resources and Staff Management**

- Continually reviews the performance of the fire team, in terms of productivity and customer service, as measured for example by fire risk assessment job completion rates, evaluating, and where appropriate, implementing new ways of working to enhance performance.
- Develops asset replacement/refurbishment programmes based on the data obtained from the six-facet estate surveys for the fire systems we have in our portfolio buildings, plant and equipment, aligned to the Trust's overall Estates Strategy to smooth out annual investment requirements, and to avoid unplanned breakdowns and fire risks.
- Budget holder for the estates fire operations budget and responsible to ensure the maintenance of the Trust's physical fire assets, including engineering facilities, plant and equipment.
- Ensures the most cost effective use of resources, taking account of the various competing priorities, and that all repair requests are dealt with by the most cost effective means available, in accordance with the agreed service standards.
- Establishes annual budget requirements incorporating any cost improvement targets in association with the Finance team, and applies suitable expenditure monitoring and budgetary control measures to ensure that the fire team operates within its allocated budget, and advises the Head and also the Director of Estates of any risks to achievement of the Department's financial targets.
- Procures services, works and goods in accordance with the Trust Standing Financial Instructions (SFIs) and where applicable negotiates contracts in order to obtain the best value for the Trust.
- Continually monitors the financial performance of fire systems and repair and other fire related service contracts, in order to identify opportunities to make savings as part of the Trust cost improvement programme, and to ensure that the Trust receives good value for money.
- Responsible for the production and dissemination of benchmarking, key performance indicator information via the Department's Computer Aided Facilities Management (CAFM) systems, such as Apollo-FM and Micad to all interested parties, as an aid to continuous performance improvement.
- Acts as Fire Safety Manager for the Trust as defined in Health Technical Memorandum 05-01: Managing healthcare fire safety to ensure that appropriate fire precautions and protective measures are in place across the Trust's estate.
- Assists with the provision of data for the annual ERIC returns and Premises Assurance Model (PAM) and thereafter use these for benchmarking purposes, as tools to identify areas for further improvement.

## **Human Resources**

- Line manager for all staff within the fire team including the implementation of the Trust's performance review and development system, which necessitates objective setting for all staff, and identification of individual training and development needs.
- Develops the managerial and supervisory capability within the team maximising the achievement of objectives within the context of the Directorates Annual Workforce and Business Plan, and ensuring that there is a full knowledge and understanding of the Trust's HR policies relating to sickness, disciplinary and performance and that these are applied in a fair and equitable manner.
- Actively support staff Health and Wellbeing and the Cultural journey through monitoring and maintaining adherence to Trust values and expected levels of behaviour .
- Promotes effective staff engagement and involvement, working in partnership with the staffside representatives to develop and maintain good industrial relations and personnel practices.

## SYSTEMS AND EQUIPMENT

- Uses fine tools and equipment as necessary for testing, validation and commissioning purposes of fire engineering services, along with the Estates CAD system for building plans.
- Undertakes estates condition surveys and trials/testing of new innovative systems or equipment to develop and improve the delivery of the fire function
- Utilises various software packages, including Microsoft Office, Micad, Apollo-FM, AutoCad and BEMS, used as part of a daily routine, to compile and produce reports from the data contained within these systems to monitor and improve service performance.
- Fully utilises the relevant corporate communication and IT systems to maximise productivity.

## DECISIONS, JUDGEMENTS AND FREEDOM TO ACT

- Responsible for fire operations and takes action in respect of fire operational issues guided by broad occupational and Trust policies, Health and Safety legislation, and other Healthcare related guidance, without needing to refer to Senior Managers or Directors, other than to keep them informed of any significant incidents or emergencies and the actions being taken to resolve these.
- Works autonomously in ensuring services are delivered and targets are met, interpreting and acting on complex engineering and building information, such as drawings and work specifications.

- Makes judgements across a wide range of highly technical fire estates issues taking into account the sometimes-conflicting demands of legislation, Health and Safety (H&S) requirements, Healthcare standards and financial constraints.
- Acts in accordance with the requirements of the 'Code of Conduct for NHS Managers' and is the content of expert advice on estates operations matters.

## COMMUNICATION

- Provides, receives and analyses complex technical information relating to the Estates fire function, and uses the data to produce reports and communicates and exchanges maintenance, technical project-related information with specialists, and non-technical staff, including Senior Managers and Directors/Execs of the Trust, along with external agencies.
- Develops and implements effective channels and systems of communication, including written and verbal, formal and informal, so as to ensure that Corporate and relevant Departmental information is disseminated in a timely and appropriate manner within the maintenance team.
- Facilitates open communication and co-operation with other Trust colleagues and relevant external organisations, working collaboratively to provide a fit for purpose and safe healthcare environment.
- Negotiates with Specialist and Building/Engineering Contractors and Suppliers on technical and financial issues to establish and implement appropriate solutions to Estates related fire issues, and to resolve disputes arising from contractual obligations.
- Presents written and verbal reports at the monthly Estates Governance meetings. Performance Assurance Sessions with Executives and attends and contributes to Trust Committees as the Estates Fire representative, including forums where patients or their representatives are present, providing feedback on any issues raised and taking away any new concerns for further investigation and feedback.

## PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE POST

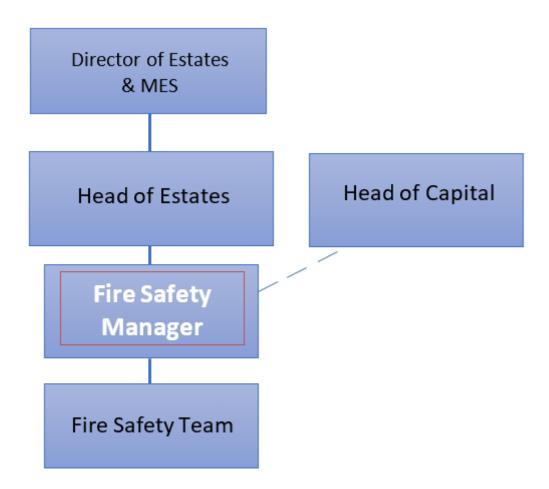
- Responds to changing priorities and circumstances on a daily basis, which impacts on working patterns, and is unpredictable, working flexibly and outside of normal hours, as appropriate, in order to meet critical short term and long-term deadlines.
- May participate in the Trust's 'on-call' system, Participate in the management 'on call' rota which includes members of the Estates management team and provides technical advice and support for emergencies occurring outside of normal working hours.
- Frequent concentration required for reviewing paperwork, drawings and undertaking root cause analysis of estates related fire incidents and leading lessons learnt sessions as appropriate.
- Able to handle occasional distressing issues in a sensitive manner when dealing with staff matters such as grievances and disciplinary issues, displaying empathy and dealing sympathetically with staff concerns.

- Deals with and resolves contentious issues arising from managing commercial service contracts and maintenance and repair works.
- Has incidental contact with patients and communicates with them in a courteous and sympathetic manner, ensuring that a patient-focused approach is maintained in all estate fire related activities.
- Visits plant rooms, underground service ducts and roof spaces etc in order to gain a good understanding of any current defects and faults, which may entail working at height and in hot and humid environments, exerting light physical effort, and potentially coming into contact with sewage, pest infestation etc, and other unpleasant conditions, hence necessitating the wearing of correct PPE/RPE as appropriate, plus these locations may be situated some distance from the work base and it may be necessary to carry bulky test and surveying equipment to these sites.
- Holds a full UK driving licence, and is able to travel between sites, as necessary, to ensure the effective management of the maintenance and repair service and for attendance at meetings etc.

## **RISK MANAGEMENT**

- Uses the Trust's risk management system in accordance with Trust policy, including management of risks on the risk register, ensure incident reporting is embedded in the Departmental culture, carrying out Root Cause Analysis as required and ensuring that all safety alerts are responded to in a timely manner.
- Participates in the development and implementation of the Trust's risk management strategies across the estate, by developing and maintaining close working relationships with the Trust's Risk Advisors, including the Health and Safety (H&S) and Infection Prevention and Control (IPC) teams.
- Ensures that systems are in place to monitor and review all risk-management related performance concerning the work of the maintenance team, and that there is a robust system in place to notify, investigate and follow up incidents and near misses, in line with the Trust's Incident Reporting Policy, and statutory requirements such as RIDDOR.
- Assists with the production of the Estates Emergency Plan, ensuring that all members of the fire team are conversant with this, participating in test exercises undertaken to prove its effectiveness.
- Ensures as far as possible that all staff within their control adhere to health and safety legislation applicable to the work of the Estates Department, together with the Trust's risk management policies (including the Risk Management Strategy and policies for H&S, IPC, Security, and Food Safety etc.).

## **Organisational Chart**





## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.



# QUALIFICATIONS

## ESSENTIAL

## DESIRABLE

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- Science or engineering-based education to master's degree level; or extensive experience of fire safety.
- Graduate membership of a professional organisation (Institution of Fire Engineers; Institution of Occupational Safety and Health).
- Professional qualification in a fire related subject.
- Demonstratable and Extensive Training in Healthcare Fire Safety.
- Evidence of continued professional development.

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul> <li>Extensive knowledge and understanding of the Regulatory Reform (Fire Safety) Order 2005, its practical implications and application.</li> </ul>	
<ul> <li>Specialist knowledge and experience in the application of Firecode.</li> </ul>	
<ul> <li>Specialist knowledge underpinned by theory and practice of fire risk management techniques.</li> </ul>	
<ul> <li>Ability to take the lead whilst developing policies, protocols and procedures for ensuring that the workplace / significant part of, is safe for patients, staff and all other service users.</li> </ul>	
<ul> <li>Significant understanding of fire safety strategies in order to validate complex risk assessments undertaken by other specialist Fire Safety Advisors.</li> </ul>	
Practical knowledge and interpretation of the Building Regulations 2010	
• Ability to identify and prepare business cases to obtain capital funding to resolve	

	significa	nt fire	safety	risks.
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- Excellent computer skills, being proficient in the use of MS Word, Excel, Access, Powerpoint, Outlook and Sharepoint etc.
- Excellent organisational skills with practical and methodical project planning and ability to manage a number of concurrent schemes.
- Excellent numeracy skills and application of these skills for performance and budgetary analysis.
- Capability to devise and manage the delivery of fire safety training programmes – Trustwide and to external organisations if part of any contract or service agreement
- Ability to lead a positive / commercial approach to customer care.
- Ability to work without supervision, in a demand driven service.
- Ability to work under pressure and to make judgements on the correct course of action.
- Ability to manage budgets (pay, non- pay etc.) and act as signatory for the service.
- Ability to manage contracts and service level agreements with other external organisations.

# SKILLS

ESSENTIAL	DESIRABLE
<ul> <li>Highly developed and effective negotiating and influencing skills and ability to develop and maintain constructive relationships with professional and managerial disciplines.</li> </ul>	
<ul> <li>Highly developed management skills and the ability to maximise resource utilisation.</li> </ul>	
<ul> <li>Highly developed and effective verbal and written communication skills.</li> </ul>	
<ul> <li>Ability to assimilate, analyse and present complex problems identifying necessary action, make recommendations and ensure actions are implemented.</li> </ul>	
<ul> <li>Knowledge / Understanding of different types of equipment/software/web technology or computer software that can be utilised for communication and training purposes.</li> </ul>	
Ability to chair meetings.	
<ul> <li>Guided by fire safety legislation; lead specialist on fire related capital projects.</li> </ul>	
<ul> <li>Required to act independently within appropriate guidelines, deciding when it is necessary to refer to their manager.</li> </ul>	
<ul> <li>To lead on specialist aspects (fire related), responsible for interpreting legislative and other requirements.</li> </ul>	

# OTHER

ESSENTIAL	DESIRABLE
<ul> <li>A flexible approach is necessary to make judgements based upon interpretation when not all of the facts are available.</li> <li>May be required to work outside core</li> </ul>	
<ul> <li>hours as service demands.</li> <li>Occasional working at heights and in confined spaces e.g. scaffolds or roof voids</li> </ul>	
<ul> <li>Normally office based. When required visits to other areas/ external organisations for meetings or to conduct surveys, assessments or training.</li> </ul>	
<ul> <li>To maintain a current driving licence and willing to travel and work between all Trust and contracted locations.</li> <li>Highly motivated and recourseful with a</li> </ul>	
<ul> <li>Highly motivated and resourceful with a proactive approach to problem – solving.</li> </ul>	

## **GENERAL CONDITIONS**

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

# **HEALTH & SAFETY**

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

# INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

# INFORMATION GOVERNANCE AND CYBER SECURITY

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

# PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

# SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

# SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## **CONTINUOUS IMPROVEMENT**

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

# EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

## NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





## The Royal Shrewsbury Hospital

Telephone: 01743 261000 Minicom: 01743 261213

Address: The Royal Shrewsbury Hospital Mytton Oak Road Shrewsbury SY3 8XQ

Getting to The Royal Shrewsbury Hospita

## The Princess Royal Hospital

Telephone: 01952 641222 Minicom: 01952 641222 Ext: 4995

> Address: The Princess Royal Hospital Apley Castle Telford TF1 6TF

Getting to The Princess Royal Hospital

sath.nhs.uk