

JOB DESCRIPTION

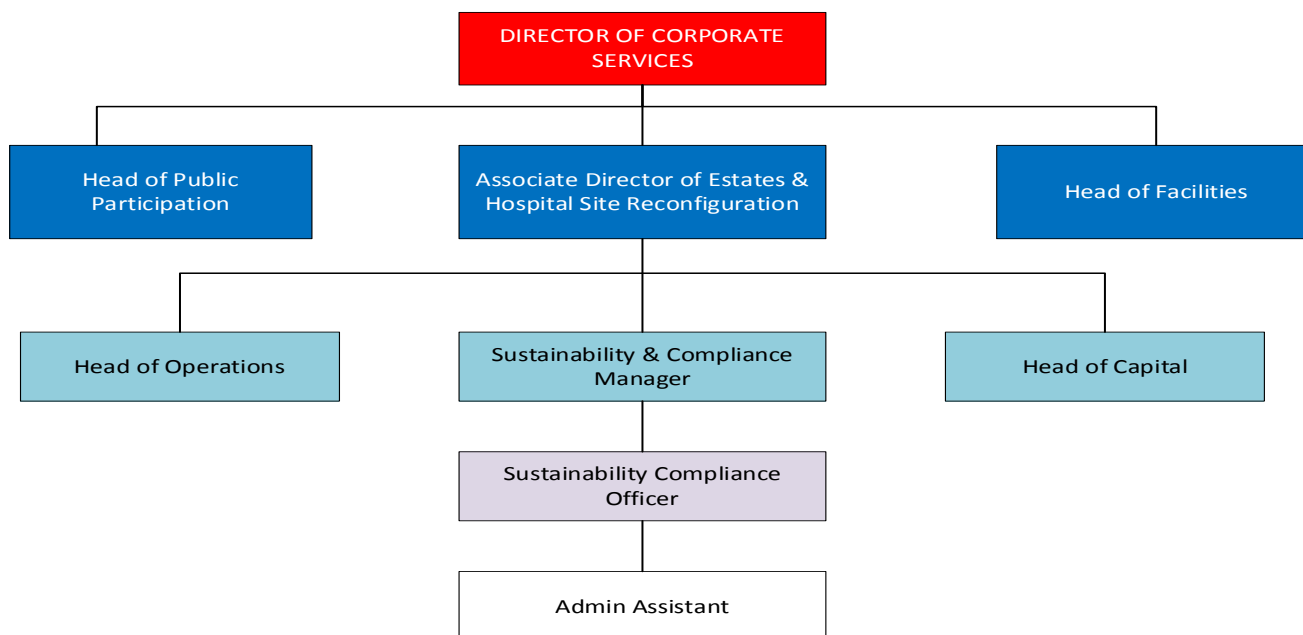
Job Title:	Sustainability, Risk & Compliance Officer
Band:	Band 6
Directorate:	Corporate Services - Estates
Location:	The Royal Shrewsbury Hospital
Hours of Work:	37.5 hours per week
Accountable to:	Sustainability & Compliance Manager
Professionally accountable to:	Sustainability & Compliance Manager
Date:	May 2021

Job Purpose

The purpose of the Sustainability Compliance Officer is to support the Sustainability & Compliance Manager in the management of energy, waste, water and carbon emissions throughout the Trust estate. To support the Sustainability and Compliance Manager to produce reports for Trust Committees as required on behalf of Estates.

1. Support Environmental Sustainability e.g. Good Corporate Citizen
2. Support Estates Risk Management and Risk Register
3. Support Estates Compliance and systems to manage action plans delivery (H&S, ERIC, PAM).
4. Manage Trust Property Management system

Organisation chart



A Sustainability and Compliance function has been established in the Estates Department to deliver this important agenda.

The Shrewsbury and Telford Hospital NHS Trust has embarked on a Sustainable Development Management Plan to be phased in over a five-year period. This programme is central to the long-term sustainability of the Trust and will impact on Trust services, practices and resources.

The delivery of this complex and high level change programme is of crucial importance to the Trust and the post holder will therefore be expected to carry responsibility for enabling the full achievement of projects within this programme, to ensure organisational sustainability.

The post-holder shall report to and support the Sustainability & Compliance Manager across a wide range of duties relating to sustainability and compliance and also the management of the Trust's utilities contracts i.e. electricity, gas, oil, water and waste and also co-ordinating the annual ERIC on behalf of the Trust and the completion of the Premises Assurance Model. In addition promotes quality and efficiency improvements in the relevant areas of responsibility and leads on a range of programmes addressing performance and service improvement issues. The officer will also support compliance in individual estates disciplines of; electrical and lifts, medical gases, ventilation, PSSR, asbestos, water and fire.

There will also need to be awareness of Health & Safety legislation and the Trust's Property portfolio

The specific areas of responsibility include:

Environment/Sustainability

To support planning, policy and procedure development relating to environmental sustainability, including utility and waste management, ensuring that this is fully integrated with Trust Strategic Plans and National NHS Policy.

To support and monitor contracts with utility Suppliers and also the energy and waste services contracts and support the delivery of improvements in areas of environmental sustainability, waste, energy and carbon management whilst also meeting financial obligations.

Support the Sustainability & Compliance Manager in the development and implementation of a Sustainable Development function within the Trust, including the delivery of agreed work areas within the overall sustainability programme and tracking delivery against plan using 4Action.

Compliance

To support Trust compliance with statutory requirements (i.e. legislation) and guidelines (e.g. HTMs), by ensuring processes are in place to undertake the audits of estates compliance and other monitoring processes, including the delivery of national compliance programmes, such as PAM (Premises Assurance Model) and ERIC (Estates Return Information Collection)

To monitor and support estates compliance groups and disciplines such as electrical, water, asbestos, ventilation, med gas, fire, pressure systems, lifts and decontamination, ensuring that compliance documentation and evidence is in place.

To a robust system is in place for policy management and implementation plans

Reporting

Supporting the production of, and delivery of, reporting systems

- internal, local and national reporting systems e.g. Trust Annual Report, Model Hospital data, Carbon Reduction Credits, ERIC and PAM (or subsequent replacements thereof); *and*
- validation of compliance audits and reports.
- Supporting production of the Annual Sustainability Report.

Resources (Human and Financial)

- To work with colleagues to achieve cost improvement targets and Lord Carter efficiency improvements, for relevant areas of work, ensuring that appropriate monitoring and review measures are in place.
- To coordinate some compliance projects

Working Relationships

A broad range of internal and external stakeholders including: Estates, Facilities, Procurement and Finance staff, various Directors & Executive Committee, Trust Board, Infection Prevention Team, H&S team, Clinical Training teams, Ward and Clinical Dept. managers and front-line staff, IT Department, External Energy Service Providers, Waste and Energy Contractors, Carbon Trust, Environment Agency, Local Authorities, Department of Health (DoH), Utility Companies, ICS Local Estates Fourm, ICS Carbon Action Group and contact with the general public.

Main Duties and Responsibilities

- Support each of the estates compliance disciplines including; electrical and lifts, ventilation, medical gases, PSSR, Water, asbestos and fire.
- Support the annual reporting and validation, including Trust Annual Reports, overseeing ERIC (Estates Report Information Collation), PAM (Premises Assurance Model and Model Hospital returns.
- To liaise with relevant Estates colleagues where reporting systems indicate below-target performance and opportunities for improvement.

- Monitor legislative requirements and DHSC guidance to ensure that the Trust's position is compliant and that validated evidence is available to substantiate this. To advise/implement changes as required.
- Help develop and maintain systems of monitoring and reporting on sustainable development activities, to demonstrate compliance with legal/safety requirements through production of monthly KPI performance reports.
- Use forensic audits to query and challenge the evidence provided around compliance with Standards and KPIs.
- Encourage collaborative working to improve policy compliance within the department and also the wider Trust
- To work with Estates Operational Managers and Assistants to manage implementation of any compliance audit recommendations / actions through effective monitoring, progress chasing and assurance reporting using the Micad, 4Risk, 4Action systems and project management methodology to achieve compliance.

Sustainability

- Support the Trust's Sustainability agenda and attend the Trust's Good Corporate Citizen Group with attendance when required at the ICS Carbon Action Group
- Coordinate the Trust's participation in the Carbon Reduction Commitment Energy Efficiency Scheme (CRCEES) or similar / subsequent schemes, and all aspects of carbon allowances procurement and trading, including for external audit purposes.
- Ensure delivery of agreed work areas within the overall sustainability programme.
- Coordinate the Sustainable Development Assessment Toolkit (SDAT) and associated action plans, capturing actions, data and controls.
- Co-ordinate stakeholder involvement to ensure that it is effective, timely and complies with the relevant corporate governance standards.
- Work with the Sustainability and Compliance Manager to ensure that all projects within the specified programme meet targets set
- Prepares regular progress and exception reports for the relevant committees accountable to the Trust Board.
- Support the development of the Trust's Sustainability Plan, enabling compliance with national requirements (e.g. NHS Zero Carbon standards) to provide an environment that is suitable for patient service needs and has a low environmental impact.
- Coordinate the profile of the sustainability agenda internally and externally through various media (including developing and maintaining web pages) and award schemes.

Risk Management

- Coordinate Estates-wide risk management, liaising and advising managers at all levels throughout the Division on capturing, monitoring, managing and reporting risk using the 4Risk system
- Work with colleagues to review the Estates Risk Register and ensure entries thereon and the actions taken by nominated staff to ensure risks are effectively managed
- Prepare a H&S report to estates leadership on datix incidents and trends and overall estates risk position including compliance with mandatory estates training.
- Provide training and guidance to wider Estates team on Trust risk management processes and systems

Property Management

- Co-ordinate the property terrier module on Estates MICAD system

- Support the Sustainability & Compliance Manager to ensure that all Leases and Licenses are up to date mitigating any financial risk to the Trust for all rented properties
- Ensure that systems are in place so that Notices are given in advance or any exits from rental properties and that rent reviews are undertaken in a timely manner.
- Support the Sustainability & Compliance Manager to ensure SLAs are agreed with finance and in place for all Trust-occupied buildings

Utilities Management

- Support the tendering, evaluation and procurement process for energy, waste and water contracts
- Monitor energy and water usage across the estate and liaise with Estates colleagues when anomalies are identified
- Support waste related matters with the Trust's Logistics Manager, with whom responsibility lies for waste movement and waste-yard management.

Financial Management

- Monitoring and reporting on the overall utilities and waste financial (budgetary) position, including individual cost centres.
- Maintains audit files and produces information as required for internal and external audit.

Data Management Systems

Assists in managing, inputting data and reporting from various electronic systems including:

- Estates Risk Register (4risk)
- Estates actions plans through relevant monitoring system (eg 4Action)
- Data collation, input, validation, report production and audit trails for various Trust's data streams (e.g. PAM, ERIC / Model Hospital data for DoH reporting system, CRCEES [Government scheme relating to carbon emissions] or similar / subsequent schemes) and other internal and mandatory reporting.
- Sustainable Development Management Plan via SDAT (or equivalent)

Health and 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

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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 staff; 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

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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

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 Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust 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 to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

Manager Name:	Post holder Name:
Signature:	Signature:
Date:	Date: