



May 2018

1. JOB IDENTITY

Post Title:	Joint Equipment Service Technical Assistant	Service:	Health & Social Care Partnership
Section:	Joint Equipment Service	Grade:	Technician G
Reports to:	Joint Equipment Service Assistant Manager / Manager		

2. JOB PURPOSE

- Responsible for maintaining and installing lifeline and therapy technical equipment and providing an efficient, effective client-focussed service to clients in residential and non-residential premises across Aberdeenshire

This role will involve regular travel to locations across Aberdeenshire

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Undertake the installation and collection of equipment ensuring client safety at all times
- Explain and demonstrate to clients how the equipment works promoting health and safety
- Investigate faults on equipment and repair or replace accordingly
- Plan daily routes efficiently and contact clients to arrange agreeable appointments
- Undertake PAT testing and other routine checks and ensure daily vehicle checks are undertaken and recorded
- Collaborate with colleagues in the Health and Social Care partnership and Education services to ensure the Wellbeing of service users
- Support with ad-hoc and annual stock counts
- Undertake basic risk assessment of properties and establishments when installing equipment
- Update and maintain records, files and databases in line with corporate records and management standards

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to SVQ Level 2, Highers level or equivalent or equivalent transferrable experience and skills
 - Current valid driving licence
 - PAT Testing accreditation or the willingness to work toward and gain within a year of starting in post
- Desirable:**
- Health & Safety Training

5. EXPERIENCE

- Essential:**
- Experience of repairing and installing equipment or plant
- Desirable:**
- Experience of working a stock control system
 - Experience of working with older people or people with a disability
 - Experience of driving a transit van

6. KNOWLEDGE AND SKILLS

- Essential:**
- Ability to relate to older people and people with disabilities
 - Awareness of the importance of confidentiality and tact
 - Self-motivated team player with a positive approach and able to work under pressure to meet deadlines
 - Ability to move and handle a wide range of equipment of varying weight and size
 - Ability to keep accurate manual or basic computer records
 - Broad technical knowledge
- Desirable:**
- Knowledge of equipment available to assist people with a disability
 - Trade background

7. ADDITIONAL REQUIREMENTS

Driving Compliance

This post has responsibility for and is required to drive Aberdeenshire Council vehicles. The preferred candidate will be required to produce a current, valid driving licence. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The employee will also be required to produce their licence, on request, at periodic intervals.

Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.

Politically Restricted	Not applicable to this post
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Agreed