

## Job description

<b>Role title</b>	Equipment Librarian / Technical Assistant
<b>Reporting to</b>	Site Manager
<b>Role duration</b>	Permanent

### Purpose of the role

Provide professional administrative support to the Hospital, Site Manager, Team Leader and Engineers by ensuring that spare parts and other consumables are available on site enabling preventative maintenance and equipment servicing to be undertaken in line with KPIs through streamlining administrative operations, inspection and decontamination of equipment and creating and monitoring reports and producing correspondence and documentation to a high professional standard. Build long term relationships with customers, subcontractors and staff to ensure responsiveness and superior customer service.

Task list
<ul style="list-style-type: none"> <li>• General administration duties of the department as guided by the Manager.</li> <li>• Ordering of spares or other consumable items as required.</li> <li>• Ensure that all work undertaken is documented in the appropriate manner, recorded and updated using the equipment database and that comprehensive equipment history is maintained.</li> <li>• Input data to the department's medical equipment management database to ensure that equipment servicing data is collected and stored.</li> <li>• Work closely with technical and clinical staff to provide high standards of service delivery and making continual improvements in the management of medical equipment across the organisation.</li> <li>• Perform other duties as required which are appropriate to the post, including monitoring.</li> <li>• To maintain a close liaison with the Site Manager in the day-to-day running of the Equipment Library.</li> <li>• Delivery and collection of equipment to and from the wards and clinical areas as required, ensuring that all accessories are complete.</li> <li>• Maintenance of a computerised inventory of equipment in the library.</li> <li>• Perform scheduled preventative maintenance (PM) on medical equipment as per manufacturer's guidelines.</li> <li>• Complete repairs as required on medical equipment as per manufacturer's guidelines.</li> <li>• Responding to telephone requests for equipment under all conditions of urgency and keeping a record of all requests.</li> <li>• Ensuring equipment is cleaned and decontaminated by ward staff before being returned to the Equipment Library and subsequently signed for on the decontamination certificate provided.</li> <li>• Inspection and functional checks of returned equipment using existing guidelines. Recharging of battery powered equipment whilst in the library.</li> <li>• Follow any other reasonable project related request from your line manager.</li> </ul>

### Capability profile

Qualifications	Essential	Desirable
BEng in Engineering, Electronics or Medical Technologies such as Biomedical Engineering.		✓
HNC in Electrical and Electronic Engineering / or equivalent + Entry in HNC in Electrical and Electronic Engineer Or Healthcare Technology Course		✓

Skills	Essential	Desirable
Customer and quality focus	✓	
Interpersonal	✓	
Good oral and written communication	✓	
Computer literate with a good understanding of MS Office, suite, Excel	✓	
Experience	Essential	Desirable
Good admin background	✓	
Languages	Essential	Desirable
English	✓	

### Mobility requirements

<b>Role location</b>	Site based
<b>UK travel</b>	No
<b>International travel</b>	No

### Other

<b>Ergéa Quality Assurance and Environmental and Health &amp; Safety</b>
Comply with policies, and work to maintain a high standard of customer service and protect the safety and health of you, your colleagues, our customers and members of the public. Promptly raise any concerns regarding potential violations of the policies.

<b>DBS - Disclosure &amp; Barring Service disclosure (formally Criminal Records Bureau disclosure)</b>
<u>A DBS Enhanced Disclosure is required for all applicants.</u>
The successful applicant must agree to an Enhanced Disclosure under the Disclosure Barring Service Records Bureau procedures. Employment will be offered to the successful applicant subject to a satisfactory Disclosure report.

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