



Employment Opportunities

Wednesday 06 01 20



Care Officer (Care Worker)

Job Ref: BW407
Location of Work: Various (Acton, Hammersmith, Islington and South Norwood locations)
Contract Hours: 37 hours
Salary: Qualified rate = £20,683 p.a. for 37 hours per week.
Unqualified rate = £17,480 p.a. for 37 hours per week

Key tasks:

- Promoting customers' dignity, choice, rights and independence
 - Listen to customers to ensure you are meeting their needs
 - Ask customers what they would like and how they would like things to be done before undertaking any task
 - Build professional working relationships with customers/staff to create trust and respect
 - Communicate with customers/colleagues to ensure needs are met appropriately
 - Let management/senior staff know if you are concerned about a customer's health/wellbeing

- Promoting a pleasant, safe and homely environment
 - Report anything you think is unsafe in relation to your work or to a customer
 - Actively participate in health and safety inspections of the building and working practices
 - Remember that you are working in customers' homes and respect their environment
 - Follow NHG's health and safety policies
 - Report bad practice to your line manager/senior member of staff
 - Always meet the requirements of the Appearance Code
 - Be awake and alert at all times whilst on duty (including break times for night staff)

- Assisting customers with their physical and social needs, ensuring all emotional and physical needs are met
 - Provide medication to customers following NHG's Medication Policy
 - Assist customers in cleaning their homes
 - Assist customers to shop, cook and prepare food (some customers may also require assistance with eating)
 - Assist male and female customers with their personal care such as washing, bathing, toilet and dressing
 - Follow NHG's policies for good practice in these areas (e.g. Moving and Handling, Basic Food Hygiene, customer finances, etc.)



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- Ensuring customers receive appropriate care, as determined by their care/support plan
 - Work closely with your line manager to ensure customers receive appropriate and agreed amount of care and support
 - Keep good quality and accurate records to show where you have been working and what you have been doing
 - Let the manager/senior member of staff know if you think the care/support plan needs updating
- Continuously improving your skills and the way you work
 - Work towards a Diploma in Health and Social Care (if you do not already hold it or an equivalent NVQ)
 - Qualified staff will be required to key work customers, including support planning and liaison with Social Services
 - Keep your training up to date and attend required training courses/workshops to improve and refresh skills
 - Be aware of, and follow, all NHG policies, procedures and financial regulations
 - Always look and behave in a professional manner, promoting the reputation of NHG

Other duties:

- Qualified staff will be required to be the responsible shift officer, even when other senior members of staff are on duty
- Understand the importance of taking care of your own health and safety and that of others; follow guidance outlined in NHG's Safety Management System

The tasks and responsibilities outlined above are not exhaustive, the post holder may undertake other duties as is reasonably required

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: 31st January 2021
Potential interview date: ASAP
Start date: Jan 2021

Please e-mail a targeted CV & registration form to
brent.works@brent.gov.uk or alternatively, apply on **<https://brentworks.brent.gov.uk/>**



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Early Years Assistant (Bank Staff/Agency Work)

Job Code: BW330

Location of Work: Brent – various locations

Contract Hours: Flexible Days – Monday to Friday – shifts 8am to 6pm, 9am to 6pm, 12pm to 6pm

The agency sometimes has part time work available: 2pm to 6pm, 8am to 2pm and 8am to 1pm – however; these hours are not guaranteed

Salary: £8.72 to £10 per hour

Benefits: Perkbox employee rewards programme, flexibility of work hours, and possibilities of full time employment

Summary:

Our clients within the northwest London areas operate quality Early Years Settings and are currently hiring unqualified & qualified Early Years Assistants to cover flexible day shifts. You will be supporting the welcoming team of Nursery Practitioners caring for children aged between 3 months to 5 years.

Job Duties and Responsibilities:

Duties - as a temporary Early Years Assistant your duties include:

- Being enthusiastic and reliable – using initiative
- Strong communication and team working skills
- Supporting teachers with delivering the EYFS
- Preparing snacks and assisting with play supervision
- Assisting with reading time
- Assisting with keeping the activity areas prepared and clean

Skills and experience:

- At least 6 months childcare experience
- Enhanced DBS or willing to apply
- 3 years of reference checks available (Can be Voluntary, Student, Employer)
- You would preferably be qualified in childcare at level 2, Level 3 or above (but not essential as we do have roles for unqualified)

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Closing date: Ongoing
Potential interview date: TBC
Start date: TBC

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Electrical Maintenance Technician

Job Ref: BW523

Location of Work: Edmonton (N18)

Contract Hours: 39 hours (Shift Patterns: Mon-Wed: 7.30am to 4.30pm, Thurs-Friday: 7.30am to 4.00pm)

Salary: Competitive

MAIN PURPOSE AND SCOPE OF THE JOB

The breakdown attendance and maintenance of all electrical and instrumentation equipment installed across the sites. To implement PPM on Electrical and Instrumentation equipment, minimize machine breakdowns and reduce lead times. Reporting to E & I Supervisor/ E&I Manager.

DUTIES AND KEY RESPONSIBILITIES

1. Providing an efficient breakdown repair service. Diagnosing running faults and ensuring effective repairs and improvements are conducted without supervision and within minimum time scale.
2. Carry out installation work to the required standards.
3. Completing routine inspection and undertake preventative maintenance work as part of preventative maintenance management, in order to ensure equipment is consistently in good condition. This includes undertaking basic mechanical work such as but not limited to motor/coupling alignment, motor chain/belt drives, draining/refilling of gearboxes, manufacture of brackets and electrical equipment support structures, fabrication and installation of instrument pipework, light lifting and rigging etc.
4. Diagnosing faults and carrying out effective repairs without supervision when on callout duty.
5. To ensure that all statutory obligations are continuously met.
6. To conduct and undergo relevant training.

PERSON SPECIFICATIONS

1. NVQ level 3 or Trade certificate.
2. Demonstrates a logical and systematic approach to fault-finding with relevant technical experience in repair, installation and PPM work in heavy process industry, this may constitute working through electrical drawings to rectify problems.
3. Should have experience in
 - Basic fault-finding with PLC controllers (preferably Allen Bradley)
 - Understanding basic functions and operation of Variable speed drives and be able to identify faults
 - Three phase and single phase experience on LV motors and equipment
 - Understanding HV systems, protection relays, safety requirement and be able to fix basic faults with HV switchgears and fault finding on the protection system
 - instrumentation: Familiarity with all sorts of transmitters such pressure, temperature, level, etc. Basic understanding of process measurement techniques and fault finding such as environmental probes, chlorine, Nox, Sox, HCL, PH measuring instruments and fault finding techniques
 - Excellent problem solving acumen



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4. Experience of working to the highest standards and the ability and self-motivation to develop his/her skills further.
5. Strong communication and team-working/ co-operation skills
6. Flexible attitude, and positive attitude towards coping with change, and able to accept responsibility.
7. The nature of the job is such that many plant failures necessitate immediate action and this may require working outside of normal working hours on occasions. Such failures require the safest, fastest and most effective repair possible, hence a commitment to working such hours either on a call out basis or overtime is essential.
8. The jobholder must be able to work in confined spaces and carry out work at height due to the configuration of the Plant.

General conditions applying to this job

- All duties must be carried out to comply with:
- The Health & Safety at Work Act 1974
- Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- Locally agreed Codes of Practice, which are relevant.
- All duties must be carried out in the working conditions normally inherent in the job;
- All necessary paperwork must be completed
- Equal Opportunities and Quality and Environmental Procedures of the company must be observed

This is a description of the job as it is at presented constituted. It is the practice of the Company periodically to examine employees' job profiles and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the Company's' aim to reach agreement to reasonable changes, but if agreement is not possible, management reserves the right to insist on changes to your job description commensurate with your grade/level in the Company after consultation with you.

Certain Health & Safety requirements are an integral part of this job and you will need to demonstrate a level of competence to carry out your duties safely, if necessary, training will be provided for you to reach a level acceptable to the Company.

This company operates a Non-Smoking Policy.

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: 6th January 2021
Potential interview date: January 2021
Start date: January 2021

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Experienced Car Mechanic

Job Code: BW405
Location of Work: Park Royal
Contract Hours: 40 hours/week
Salary: up to £500 - £600 per week

Profile

A car dealership located in Park Royal is looking for an experienced car mechanic.

- Preferably a gearbox specialist.
- Must be able to carry out most aspects of motor vehicle repairs.

Essential criteria:

- Five years' experience minimum in the trade.
- The individual must be **competent, professional** and **reliable**.
- Applications from residents of LBs Brent, Ealing & H&F welcome.

Duties include:

- Servicing, suspension/steering,
- Gearbox and engine repairs,
- Diagnostics & fault finding,
- Electrical repairs and programming,
- Remapping/tuning, injectors, fuel system, turbo

Salary: £500-600 per week.

Expected start date: ASAP

If shortlisted, there will be a telephone interview and then a 1-1 meeting. For exceptional candidates, a telephone interview and 1-1 meeting will be all that's required.

There will be a short trial period to gauge skills level.

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Closing date: 31th January 2021
Potential interview date: As soon as possible
Start date: Subject to references

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Fleet and Warehouse Manager

Job Code: BW725
Location of Work: Paddington
Contract Hours: Full time
Salary: up to £30k

About Us:

Our organisation is on a mission to bring "Better Internet to Everyone", unlike many traditional "fibre broadband" providers where old and slow copper technology is used, we install optical fibre cables directly to homes giving the customer access to "true" fibre broadband.

Since December 2015 our key achievements have been:

- Raised £90m investment from large institutions.
- Acquired 360,000 wayleaves across Local Authorities, Housing Associations and Private Landlords.
- Deployed our full fibre infrastructure to 100,000 premises.

We are here to disrupt the market and change the rules of the game. Our teams are empowered to take ownership of their work, striving for personal accountability, and rewarded with endless opportunities to develop. Every member of our team plays an integral part of our success.

Our environment is fast-paced and dynamic. Our Paddington workspace is bright and vibrant offering more than a community of start-ups, from a sunny rooftop garden, to creative break out spaces complete with the requisite ping-pong tables.

Job Purpose:

As we have expanded our network, and customer base, our rapid growth has significantly increased our operation programmes. The Fleet and Warehouse Manager will play an important role by ensuring each engineering members company issued vehicle is managed and monitored.

Additionally, engineering supplies will need to be managed to ensure the necessary kit, hardware, and materials are supplied to each member to ensure all works are completed successfully. As the business continues to grow, the Fleet and Warehouse Manager will ensure the systems, processes and procedures implemented to manage and maintain the fleet adapts to the changes within the business.

By ensuring the operation of our fleet and warehouse is conducted efficiently and effectively, you will contribute to our organisation's growth, ensuring our engineering operatives remain productive and focused on their objectives.



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Duties & Responsibilities:

- Define and implement a structured approach to managing all fleet activity, including the management of company issued stock, and assets.
- Ensure the assigned vehicles maintain their minimum stock quantities, to ensure operatives maintain the necessary volumes of stock needed to undertake their work.
- Ensure the retrofit of fleet vehicles are effectively managed and completed in line with business needs.
- Ensure fleet management adheres to company policy and industry standards including compliance, downtime, incident management, and engineering services.
- Acquire and return of vehicles in line with our business needs, based on the terms of the lease agreements.
- Ensure the utilisation of fleet is optimised.
- Define and execute a routine maintenance procedure for all fleet vehicles.
- Financial management of all associated charges, and fees.

Qualifications & Experience:

- Excellent organisational and prioritisation skills with strong attention to detail.
- Strong analytical and problem solving skills.
- Strong IT skills and a good working knowledge of Excel and Outlook.
- Good communication skills (both verbal and written) and able to communicate at all levels.
- Experience managing a fleet of vehicles, as well as managing warehouses and stores.
- Good time-management skills.

We are an equal opportunities employer that values diversity in our team; we welcome applications from all backgrounds.

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Potential interview date: ASAP
Start date: TBC

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Home Care Support Worker

Job Ref: BW406
Location of Work: Park Royal
Contract Hours: 37.5 hours
Salary: NMW + Travel and Overtime

About the company:

A family led company our aim is to provide a service to clients in the community which is patient centred, affordable and meet quality and high standard. We are known for our flexible approach in supporting clients to meet their health and social care needs. Our head office is situated on the border of Brent and Ealing. We are a London based company and provide Home Care to clients in the following boroughs at present: Brent, Harrow, Ealing and some parts of Uxbridge.

Our team is constantly developing and we have ongoing recruitment. You will have the opportunity for full time; part –time of ad –hoc working. We have a bank pool staffing system for emergency cover. Our company's Limited Values and Ethos is to provide a service that is compassionate, meet the client's basic care needs and beyond at the highest standard and quality, act with integrity and honesty, maintain companionship with your clients and carers.

About the role:

You are required to provide support service to clients in their own home. The care package will be tailored to meet the individual's mental and physical health, social care and spiritual needs. You must be able kind, compassionate, flexible and adaptable with excellent time keeping record. Our service development and continuous growth is highly dependent on the feedback from our customers. You must have good verbal and written communication as well as customer service skills.

Duties:

Your duties will involve but not limited to the following:

1. Assistance with or maintaining personal care.
2. Assistance with shopping
3. Assistance with housekeeping
4. Support to attend community activities such as hospital appointment or social outing.
5. Supporting medication compliance.

Skills and experience:

It is desirable if you have had past experience in working with adults and older adults with a physical, mental health or learning disabilities. It is desirable if you have qualification is health and social care level 1-3.

If you have no past experience in providing care to people with health and social care needs. Care Compassion Limited will provide you with mandatory training and work experience to develop your skill set to meet the company requirements for working with people with care needs.



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You will be supported to access opportunities to complete a diploma in Health and Social Care via training centres and local college. You will be required to attend face to face training and have access to an electronic device to complete e-learning packages.

Working Week:

You are required to work 5-6 days per week including weekend, nights and bank holidays. Shift pattern is dependent on the care needs of the client. You are required to work a maximum of 37.5hrs per week. You have opt-out and increase your working hours to 40hrs per week, after signing an opt-out agreement.

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Closing date: 31th January 2021
Potential interview date: As soon as possible
Start date: Subject to References

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LGV2 Driver & Labourer

Job Ref: BW522
Location of Work: Edmonton (N18)
Contract Hours: 39 hours (Shift Patterns example rota provided on request)
Salary: Competitive

MAIN PURPOSE AND SCOPE OF THE JOB

To provide a general transport service, both on and off site, and operate a range of vehicles and equipment to maintain a clean site. To work in a safe and efficient manner in compliance with legal requirements and Company policy in order to fulfil departmental requirements in respect of the various areas of the plant and grounds.

DUTIES AND KEY RESPONSIBILITIES

1. Compliance

- 1.1 To carry out all vehicle safety, maintenance and lubrication checks and report vehicle defects in line with Company procedure.
- 1.2 To report any accidents or incidents at the earliest opportunity.

2. Vehicle Operations

- 2.1 Driving and Operation of all vehicles requiring a class 2 LGV license such as a "Gully sucker and sweeper", etc.
- 2.2 Driving and operating road-sweeping vehicles, vans and other specialised vehicles such as elevated platforms, grass cutting equipment, hedge cutting equipment, etc.
- 2.3 Driving/operating other equipment necessary to ensure that the site/s remain clean and operable such as fork lift truck, "Case type" mechanical excavating machines, tractors, and skid steer shovel machines.
- 2.4 To drive Company vehicles in a safe and proper manner at all times having due regard for other site and road users.
- 2.5 To ensure that all loads are fully secure prior to departure.

3. Transport of waste

- 3.1 Transport and disposal of hazardous waste as required.
- 3.2 Drain clearance including entering manholes/confined spaces to ensure that drainage can operate effectively.

4. Maintenance

- 4.1 To ensure all vehicles are maintained in a clean and safe state at all times.
- 4.2 To ensure all vehicles are adequately fuelled for planned journeys.



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5. Labouring

5.1 when not required conducting driving duties the following example the range of labouring duties required to be carried out:

- General labouring duties including removal of dirt and detritus from the sites, utilising sweeping, hosing, shovelling and cleaning including using a range of mechanical equipment and operating small mobile plant and fork lift trucks.
- Carrying out loading and unloading as required, using appropriate equipment as necessary.
- Undertaking decorating tasks as required. E.g. painting.
- Maintaining tools and equipment in good condition.
- Installing appropriate safety equipment to enable cleaning and maintenance activities to be safely conducted e.g. platforms into boilers.
- Carrying out portering duties as directed, including portage of dangerous substances.
- Undertaking any other appropriate work as directed,
- Completing appropriate documentation relating to planned maintenance system.

6. General

6.1 To carry out any other duties to ensure the efficient transport and disposal of waste and the cleanliness of the site.

PERSON SPECIFICATIONS

- Must hold a current HGV Class 2 licence and have significant mobile plant driving experience.
- Must hold current certification for other vehicles listed where a "licence" is required.
- Must be able to operate all the equipment in a safe and efficient manner.
- Must be available for short-term call out.
- Will have either experience of Labouring in an industrial or building and civil engineering environment and, due to the nature of the role, must be prepared to work in the inclement weather and conditions when necessary.

General conditions applying to this job

- All duties must be carried out to comply with:
- The Health & Safety at Work Act 1974
- Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- Locally agreed Codes of Practice, which are relevant.
- All duties must be carried out in the working conditions normally inherent in the job;
- All necessary paperwork must be completed
- Equal Opportunities and Quality and Environmental Procedures of the company must be observed



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Certain Health & Safety requirements are an integral part of this job and you will need to demonstrate a level of competence to carry out your duties safely, if necessary, training will be provided for you to reach a level acceptable to the Company.

This company operates a Non-Smoking Policy.

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

**Closing date: 6th January 2021
Potential interview date: Jan 2021
Start date: Jan 2021**



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Local Community Activator

Job Ref: BW408
Location of Work: Various (Park Royal)
Contract Hours: 3 days per week, with potential for flexible hours
Salary: £27,000 – £30,000 pro rata - 18 month fixed term contract

We are hiring a local Community Activator

We are looking for a local person to join our team as Echo's Community Activator in West London. You will be a real people person, a natural connector and have an entrepreneurial spirit, ready to make this role your own.

Your responsibilities

As the Community Activator, you will be responsible for growing and nurturing the Echo community as we branch out into West London and take on the challenge of embedding Echo as part of the biggest urban regeneration project in the UK.

In this role, you will:

- > Grow, nurture and activate the Echo network in West London
- > Engage with a wide range of local stakeholders to ensure Echo's strategy meets local needs
- > Take every opportunity to grow the Echo network, attract new members and forge new partnerships
- > Support with the design and delivery of creative and impactful events

About you

We are looking for someone who is...

- > Entrepreneurial, and up for driving this project from its early stages
- > Passionate about West London, with existing local connections
- > Great at stakeholder management, able to engage with both individuals and businesses
- > A natural connector, ideally with experience of growing and supporting a network
- > A strong written and verbal communicator
- > Self-motivated and comfortable working independently
- > Excited by Echo and its potential

Applications close at midday on Monday 18th January 2021.

Interviews will take place during the week commencing 25th January 2021.

Echo is an equal opportunity employer

We believe in the power of a diverse team, and welcome applications from all suitably qualified candidates, regardless of their gender, race, disability, religion/belief, sexual orientation, or age.

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: 18th January 2021
Potential interview date: As soon as possible
Start date: TBC



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NHS COVID-19 VACCINATION ADMIN SUPPORT

Job Code: BW – NHS 1
Location of Work: West London Hospitals (including: Hammersmith, Ealing and Charing Cross)
Contract Hours: Flexible – Full time and Part time hours available
Salary: £19,737 - £21,142 (Band 3)
Job Type: Fixed term (COVID-19 pandemic)

Summary:

Your NHS needs you!

COVID-19 Vaccination Programme Vaccination (Admin) Support

With clinical trials progressing well we are preparing to deliver COVID-19 vaccines to millions of at-risk people across the country as soon as they are approved by the MHRA, the official UK regulator.

And with the recent Department for Health and Social Care consultation on temporary changes to legislation we can allow a wider group of staff to vaccinate with appropriate training.

To prepare, we are looking for NHS colleagues who are willing to take on a role and who are willing to be trained to once again put themselves forward to lend a hand.

Work could commence from December 2020. But if December feels too soon for you, please don't deter from expressing your interest now as you could join us later.

Please note that the NHS will be setting up local hubs across West London Boroughs, and will try to assign you to the nearest ones.

Job Duties and Responsibilities:

As a **COVID-19 Vaccination (Admin) Support** you will be responsible for providing administrative support within a team of staff working in a mass vaccination site. You will also be responsible for:

- Accessing and maintaining accurate patient records, adhering to confidentiality as per the site's policy.
- Providing admin support on the vaccination activity by supporting the immuniser with vaccination delivery and vaccination records.
- Recording vaccination consent and marking completion.
- Ensuring infection and waste control at the vaccination station.

Role specific

- Support the vaccinator in the delivery of the vaccination.
- Provide administrative support to the vaccination site's staff.
- Ensure all paperwork has been provided pre-vaccination by the citizen, check identity & confirm vaccine details (type, date, time, and dose).
- Maintain, request and transfer confidential patient records, ensuring they are stored in an accurate and secure filing system. Adhere to confidentiality as per the site's policy.
- Prepare citizen for the vaccination (e.g. have their arm ready).
- Direct citizen to the post vaccination waiting area within the Pod.



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- Record vaccine stock when removed or returned to fridge and to report low stock levels for vaccines, stationery and clinical equipment.
- Report low vaccine stock to maintain appropriate levels, checking expiry dates and recording wastage.
- Record vaccination event and mark completion; if for any reason the vaccination hasn't been completed, record that information along with the reason.
- Coordinate and maintain communication with team members about routine and daily activities including rotas, contacting clinical staff, updating systems and other duties.
- Provide non-clinical advice, information to patients/clients and relatives when necessary.
- Assist with data collection activities by ensuring records are up to date. Maintain accurate, clear and legible documentation in all legal records in accordance with the Data Protection Act.
- Check that all equipment is safe and available for use and support with the configuration of the vaccination station.
- Assist in ordering, receiving, storing and transporting vaccines in accordance with Management Medicines Policy.
- Responsible for infection and waste control, cleaning and sanitisation of the vaccination area.

Responsibilities for direct/indirect patient care

- May be required to provide non-clinical advice.
- Required to work with little supervision.
- Handle difficult conversations (sensitive, language barriers, hostile atmosphere) when needed or escalate to a supervisor.

Responsibilities for policy and service development implementation

- Follow local and national policies.
- Adhere to infection control procedures.
- Adhere to Professional Code of conduct, and maintain own professional development ensuring fit for practice
- Ensures that all NHS statutory & mandatory training is kept up to date. Attend all mandatory training as needed.
- Respond to queries or escalate to the clinical supervisor.

Responsibilities for financial and physical resources

- Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order
- Responsible for ensuring the adequate supply chain of all consumables.
- Ensure vaccine, stationery and health promotion resources are available in immediate work area and monitored appropriately.

Responsibilities for human resources (including training)

- Improve and maintain personal and professional development by participating in continuing professional development activities.
- Undertake mandatory training and any other training relevant to the role as required.
- Participate in clinical and other audits as required.
- Participate in relevant emergency preparedness process for their team.
- Demonstrate own activities to others when necessary.
- Understand current and emerging factors related to workplace health and the issues facing those working to deliver health services to the UK population.

Responsibilities for information resources (including systems access)

- Effectively use IT support systems to enhance direct and indirect care delivery.
- Use of an electronic patient record system.
- Submit accurate and timely activity data as required.



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Freedom to act

- Accountable for own professional actions but guided and supervised by the Operational and Clinical Lead.
- Work within Patient Group Directions or National protocol.
- Escalate queries or problems outside own area of competence to line manager.

Physical effort

- Manual handling of equipment (e.g. records, vaccination equipment)
- Frequent requirement to exert moderate physical effort (walking, standing up).
- Sit moderate periods when using visual Display Units / writing records / correspondence.
- Lift and carry patient records and equipment daily.

Mental effort

- Frequent concentration to undertake role.
- Work pattern altering to meet service need and prioritising work issues accordingly with changes faced.

Emotional effort

- Occasional need to cope with difficult emotional situations.
- Work within organisation policies, procedures and guidelines.

Behaviour / Ways of working / Work approach

- Manage and prioritise own workload.
- Work as an effective team member, demonstrate good personal communication skills and actively promote excellent team and interdisciplinary relationships.
- Demonstrate appropriate assertiveness and ability to challenge others when the rights of clients and others may be infringed.
- Demonstrate concise, accurate, timely record keeping and ensure that all work carried out is recorded accurately.

Clinical Governance

- Assist in the monitoring and maintenance of the health, safety and security of self and others in work area.
- Assist in the identification and assessment risks in work activities.
- Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
- Practise within the national protocols, training and levels of competence.
- Adhere to all centre policies, procedures and processes.
- Work with team to maintain high standards of cleanliness in the clinical area and a well-maintained department environment.

Requirements/ Person Specification

Qualifications

- GCSE English and Maths.
- Educated to NVQ level 3 or equivalent previous proven experience.

Knowledge and Experience

- Commitment and willingness to undertake learning and development courses as required to ensure competency for role, this will include NHS statutory and mandatory training.
- Understanding of Confidentiality and Data Protection Act.
- Experience of administrative role.
- Experience of working public sector.
- Experience of working with the public.



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Skills Capabilities & Attributes

- Good communication skills.
- Communicate relevant information to patients, with empathy and reassurance.
- Ability to work as part of a team and actively participate in team meetings.
- Able to maintain and record accurate documentation of interactions between clients, colleagues and other agencies in the appropriate legal records.
- Able to demonstrate professional conduct, preserve client's rights including confidentiality and promote mutual respect amongst colleagues.

Analytical and judgment skills

- Able to make decisions appropriate to role, level of knowledge and competence, using professional judgement; some of which will require analysis.
- Work according to protocols under clinical supervision.

Planning and organisational skills

- Able to work flexibly and respond to changing demands in workload.
- Able to prioritise own work and support the team daily.
- Delivers vaccination sessions and health promotion as needed.

Values and Behaviours

- Commitment to and focus on quality, promoting high standards in all they do.
- Able to make a connection between work and the benefit to patients and the public.
- Consistently think about how their work can help and support clinicians and frontline staff deliver better outcomes for patients.
- Value diversity and operate with integrity and openness.
- Work well with others, being positive and helpful, listen, involve, respect and learn from the contribution of others.
- Consistently look to improve what they do, look for successful tried and tested ways of working, and also seek out innovation.

Other

- Ability to maintain confidentiality and trust and an awareness of information governance requirements and data protection.
- Satisfactory Disclosure of Barring Service.
- Flexibility to work over seven days per week, to support the delivery of a 24hr service (if applicable).

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

**Closing date: TBC
Start date: Jan 2021**

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NHS COVID -19 Front of House Staff (Receptionist)

Job Code: BW – NHS 3
Location of Work: West London Hospitals incl Hammersmith and Ealing
Contract Hours: Flexible - Full and Part time available
Salary: TBC (Band 2)
Job Type: Fixed term (COVID-19 pandemic)

Your NHS needs you!

Job Duties and Responsibilities:

As a front of House member of staff you will be required to work as part of a dynamic team in delivering a safe and effective service for the mass delivery of vaccinations for the COVID – 19 vaccine(s).

The post holder will provide reception and administrative support at patient arrival to mass vaccination sites. In particular, the post holder will be responsible for:

- Patient check-in and pod allocation.
- Initial patient health check to ensure they are COVID-19 symptom free and escalate more challenging scenarios.
- Verifying patient documentation and ensure they meet basic eligibility criteria to get a vaccination.
- Maintaining accurate records and ensure strict data confidentiality.
- Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order.
- Responsibilities for human resources (including training)
- Undertake mandatory training and any other training relevant to the role as required.
- Participate in clinical and other audits as required.
- Provide non-clinical advice, information to patients/clients and relatives when necessary.
- Required to work independently, under supervision.
- Receive, assist and direct patients in accessing the appropriate service or healthcare professional in a courteous, efficient and effective way.
- Verify citizens' booking confirmation and paperwork and allocate an individual vaccination number and pod using a barcode scanner or other technology devices provided.
- Ensure that the allocation maintains an efficient flow to the individual Pods and that vaccinators are fully utilised.
- Conduct the initial health check, ensuring that citizens do not show COVID-19 symptoms (such as high temperature).
- Check if the citizens have received any flu and COVID-19 vaccination in the last 28 days (or other relevant period as per vaccination guidelines).



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- Be aware of any complex scenarios (different vaccine allocation, risk of adverse reaction guidance) and escalate any clinical questions or concerns to the right representative.
- May need to provide citizens with relevant information materials (e.g. leaflets) and offer brief explanation of the steps pre, during and post vaccination that the citizens need to be aware of.
- Manage arrival exceptions together with the steward and support citizens that are turned away, without disrupting the overall throughput of the activities.
- Maintain accurate records and ensure strict data and patient record confidentiality.
- Maintain an efficient and accurate centralised filing system both paper and electronic, which ensures easy access to files and information as and when required.
- Collect, collate and report routine data and information.
- Order supplies, equipment and leaflets as required, liaising with administrative staff.

Skills and Experience:

- Educated to GCSE level or equivalent - Must be able to read, write and speak a good level of English
- Customer service training and/or experience
- Understanding of Confidentiality and Data Protection Act.
- Able to demonstrate a basic understanding of the national immunisation programme.
- Previous relevant experience in clerical environment.
- Previous Healthcare admin experience.
- Clear legible handwriting.
- Proficient keyboard skills.
- Good time management.
- Able to use own initiative.
- Good communication skills.
- Ability to work as part of a team and actively participate in team meetings.
- Able to maintain and record accurate documentation of interactions between clients, colleagues and other agencies in the appropriate legal records.
- Able to demonstrate professional conduct, preserve client's rights including confidentiality and promote mutual respect amongst colleagues.
- Work according to protocols under clinical supervision.
- Able to work flexibly and under pressure at busy times.

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date Ongoing: please note that the first batch of candidates are currently being assessed, however recruitment is likely to continue into January as new hubs are opened.

Potential interview date: TBC
Start date: Jan 2021

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NHS COVID-19 VACCINATOR

Job Code: BW – NHS 2
Location of Work: West London Hospitals incl Hammersmith and Ealing
Contract Hours: Flexible - Full and Part time available
Salary: £21,892 - £24,157
Job Type: Fixed term (COVID-19 pandemic)

Summary:

Your NHS needs you!

COVID-19 Vaccination Programme Vaccinator

With clinical trials progressing well we are preparing to deliver COVID-19 vaccines to millions of at-risk people across the country as soon as they are approved by the MHRA, the official UK regulator.

To prepare, we are looking for experienced vaccinators and those who are willing to be trained to once again put themselves forward to lend a hand.

The Department for Health and Social Care recently consulted on temporary changes to legislation allowing a wider group of staff to vaccinate with appropriate training.

Work could commence from December 2020. But if December feels too soon for you, please don't deter from expressing your interest now as you could join us later.

Please note that the NHS will be setting up local hubs across west London boroughs and will try to assign you to the nearest one.

Job Duties and Responsibilities:

As a **COVID-19 Vaccinator**, you will be responsible for administering the vaccine to citizens working in a team of NHS colleagues and volunteers. You will also be responsible for:

- Set up of the vaccination station.
- Administration of the vaccine under the PGD/ National Protocol.
- Safe handling of clinical waste and change of PPE as per national guidelines.
- Adherence to infection control practices between individuals.

The role also involves but is not limited to the following tasks:

- Administration of the vaccine to already consented and assessed individuals
- Assess the patient's readiness for vaccination
- Address any concerns and ensure consent and clinical assessment has already taken place
- Ensure correct syringes and needles used
- Ensure that vaccine batch numbers are recorded under the correct patient
- Disposal of syringes and sharps as per the clinical waste policy
- Take on accountability for administration of the vaccine under the national protocol, once drawn up and clinical assessment carried out.
- Responsible for policy implementation



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- Follows local and national policies
- Responsible for the safe and effective use of equipment and other resources, ensuring equipment is maintained in good working order
- Ensure vaccine, stationery and health promotion resources are monitored appropriately
- Undertake mandatory and clinical training and any other training relevant to the role as required
- Participate in clinical and other audits as required
- Participate in relevant emergency preparedness process for their team
- Demonstrate own activities to others when necessary
- Understand current and emerging factors related to workplace health and the issues facing those working to deliver health services to the UK population
- Responsibilities for information resources (including systems access)
- Effectively use IT support systems to enhance direct and indirect care delivery
- Use of an electronic patient record system
- Submit accurate and timely activity data as required
- Accountable for own professional actions, but guided and supervised by the Vaccination Supervisor
- Works within Patient Group Directions or National protocol.
- Escalates queries or problems outside own area of competence to registered healthcare professionals or clinical supervisor.
- Manual handling of equipment (e.g. records, vaccination equipment)
- Standing up whilst delivering vaccination (most of the working hours)
- Sitting moderate periods when using Visual Display Units / writing records / correspondence
- Lifting and carrying of patient records and equipment daily
- Frequent concentration to complete vaccination, client assessment and observation
- Occasionally needs to cope with difficult emotional situations
- Occasional exposure to aggressive patients and family members
- Manage and prioritise own workload
- Work as an effective team member, demonstrate good personal communication skills and actively promote excellent team and interdisciplinary relationships
- Demonstrate appropriate assertiveness and ability to challenge others when the rights of clients and others may be infringed
- Demonstrate ability to assess, plan, implement and evaluate the needs of patients
- Demonstrate concise, accurate, timely record keeping and ensure that all work carried out is recorded accurately

Skills and Experience:

Essential

- Educated to NVQ 3 level in a relevant subject and short courses or equivalent level of qualification and short courses or significant equivalent previous proven experience.
- Commitment and willingness to undertake learning and development courses as required to ensure competency for role, this will include vaccine training, administration training, basic life support and NHS statutory and mandatory training.
- Good communication skills.
- Communicates complex condition related information to patients, requiring empathy and reassurance
- Ability to work as part of a team and actively participate in team meetings.
- Able to maintain and record accurate documentation of interactions between clients, colleagues and other agencies in the appropriate legal records.
- Able to demonstrate professional conduct, preserve client's rights including confidentiality and promote mutual respect amongst colleagues.
- Able to make decisions appropriate to role, level of knowledge and competence, using professional judgement; some of which will require analysis



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- Work according to protocols under clinical supervision.
- An ability to maintain confidentiality and trust and an awareness of information governance requirements and data protection
- Understanding of Confidentiality and Data Protection Act.
- Able to work flexibly and respond to changing demands in workload
- Able to priorities own work and support the team daily
- Delivers vaccination sessions and health promotion as needed
- Standard keyboard skills and IT literacy
- Commitment to and focused on quality, promotes high standards in all they do.
- Able to make a connection between their work and the benefit to patients and the public
- Consistently thinks about how their work can help and support clinicians and frontline staff deliver better outcomes for patients.
- Values diversity and difference operates with integrity and openness
- Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others
- Consistently looks to improve what they do, looks for successful tried and tested ways of working, and seeks out innovation
- An ability to maintain confidentiality and trust and an awareness of information governance requirements and data protection

Desirable

- First aid training
- Experience in giving injections or immunisations previously

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