**Purpose:** A Porter plays a key part in movement of Patients, records, equipment, stores and general and clinical waste. Their role is essential in maintaining the

Smooth running of the Hospital. This is a Bank contract, so work cannot be guaranteed each week. Shifts are offered as the demands on the hospital dictate

**The post holder will:**

* Maintain a professional image
* Have sound written and verbal communication skills
* Ability to work quickly but calmly in the assistance of any hospital emergencies
* Have a good physical fitness
* Ability to work under tight time constraints

**Role Profile – Flexi-Bank Porter (Support Services)**

**Values**

Be Caring
• We know what we do matters
• We’re proud and enjoy what we do
• We promote a culture of care, respect compassion and wellbeing
• We protect the mutual ethos
    Be Connected 
• We collaborate and share across teams, departments and the business
• We listen to understand each other and our member’s needs
• We support one another by having open and honest conversations
• We recognise that we’re stronger together
Be Brave
• We embrace change 
• We challenge and ask ‘why’ as well as  ‘why not’
• We always want to learn
• We are not afraid of trying new concepts and ideas
      Be Smart
• We approach problems with a solution mind-set
• We actively seek to improve and be better and we learn from our mistakes
• We spend members money wisely
• We’re invested in the future of our business


**Key Result Areas**

* Transportation of all waste types including sharps receptacles, adhering to hospital policies and safety guidelines
* Safe handling and changing of medical gases
* Distribution and collection of post throughout the Hospital
* Moving samples to the designated collection area
* Transportation of instruments from one side of the site to the other
* Moving and handling of patients
* Delivery of goods around site is achieved within in a timely manor
* To support achievement of financial and budgetary requirements
* Demonstrate good governance in all aspects of work by adhering to all standards, operating policies, procedures and protocols
* Transportation of clean and dirty linen to all clinical departments
* Acting as security during specified hours

**Skills and Experience**

* Confident with strong verbal and interpersonal skills with the ability to engage will colleagues at all levels within the organisation
* Experience in a healthcare environment
* Have a good physical fitness
* Motivated in a fast pace working environment and ability to prioritise workloads
* Well organised and task focussed with the ability to work on your own initiative
* Competent in using outlook calendars and emails
* Be able to project a caring and sympathetic nature
* A full UK driving licence is essential

**Measurement**

• Performance against personal development plans

* Values led behaviours
* Deliver products and services within set timelines ensuring that tasks are prioritised
* Performance against the SOPs
* Preparation of daily tasks reports that evidence mandatory and additional work
* Ensuring staff are adequately trained

**Departmental Structure**

|  |  |
| --- | --- |
| **Role Holder’s Signature** |  |
| **Date** |  |