



JOB DESCRIPTION

JOB DETAILS	
Job Title	Our Future Hospital Capital Project Manager
Reports to	Our Future Hospital Programme Manager
Band	Band 8a
Department/Directorate	Facilities, Our Future Hospital Programme

JOB PURPOSE

The Our Future Hospital Capital Project Manager is the lead specialist responsible for long term planning, preparing and managing the Estates project under the Our Future Hospital Programme at various stages from briefing to completion for the Outline Business Case. To ensure that they are completed in an efficient and effective manner, within programme timeframes and to provide the highest possible standards of OBC delivery within the resources allocated, ensuring statutory compliance.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Capital Projects

Management of the Estates Project under the OFH Programme, including the project planning to deliver all business case requirements and deliverables within overall programme timeframes. Compliance to programme governance and processes to ensure delivery within these parameters.

Whilst the OFH Capital Project Manager works solely for the OFH Programme, they will report into the Deputy Head of Capital – North with a dotted line to the OFH Programme Estates Lead and Associate Programme Director to ensure that both parties are fully briefed on their respective areas of work and that correct methodology and solutions are created for the Trust. The OFH Capital Project Manager will work closely with the Trusts existing Capital team, providing specialist knowledge to ensure that the Capital Operations Manager is fully briefed and up to date with programme developments, providing full oversight of the team, proposals and approvals.

Management of all documentation from initial brief to handover ensuring compliance with relevant statutory and non-statutory standards, health & safety guidance, regulations, codes of practice, NHS guidance documents, British Standards, building regulations, planning authority guidance and the Treasury's Green Book business case guidance.

Project management of all Estates/capital business case deliverables which include; new works, refurbishment, building adaptation and conversion schemes ensuring that projects meet user's requirements, standards, within budget and to acceptable quality standards in compliance with the Trusts financial instructions and policies.

Ensure that project structures are established with project roles and responsibilities defined and that these arrangements are documented with appropriate governance in place including project initiation documents and risk assessments throughout the planning, design, tendering, reporting, approval, construction, commissioning and post-completion stages.

Co-ordination of mechanical, electrical and other specialist disciplines, advise Trust staff on the technical and financial viability of capital works including identifying user's requirements, development of design brief and to ensure that the design solution reflects the Trusts strategic objectives.

Work together with senior clinicians, nursing, operations, infection control, procurement, patient user groups and staff to ensure all concerned are actively involved in design options for projects in order to deliver high quality, effective and efficient patient care demonstrating best practice and value for money.

Manage project design and specification of schemes in a multi-discipline environment from initial brief to handover including; brief, costs, room data sheets, CAD drawings, BIM, schedules of work, outline and detailed design, planning and building regulation applications, tender documentation, contracts, construction, on-site supervision, commissioning, acceptance of works and handover to operations team.

Ensure that health and safety precautions are taken into account throughout all stages of a project including CDM responsibilities and risk assessments to ensure that projects can be carried out with minimum risk to staff, patients and visitors

The post holder is responsible for the delivery of projects and implementation of Contracts of varying nature across the Trust's area of interest.

Ensure compliance with all relevant legislation, guidance and best practice applicable to the healthcare Estate contributing to and working within a safe environment.

To ensure that space utilisation is provided efficiently and effectively to the highest possible standards within the resources allocated.

Management of external design consultants including briefing, procurement of design, compatibility with existing buildings and engineering infrastructure, management of fees, monitoring and checking design solutions prior to construction and installation.

Manage the delivery of capital projects in accordance with the Capital Investment Manual, NHS EstateCode, Concode and other relevant guidance and best practice via SOC, OBC and FBC for major investment decisions in land and buildings.

Fulfil the role of Contract Administrator for relevant capital projects ensuring delivery against contract and a full audit trail is documented and stored under OFH network drives.

Lead on and manage contractual negotiations with contractors, liaising with procurement, legal advisors and the wider estates and programme team where necessary

Consult with appropriate clinical and operational leads across the Trust to identify the preferred models of care underpinning capital projects and the change management plans required to deliver scheme benefits.

Management of minor new works in accordance with current best practice and risk management techniques ensuring the delivery on time, within budget and to the required quality which improve the patient's environment.

Implement new innovative materials and concepts in the design of refurbished or new works in order to develop premises solutions and to enhance the patient's environment.

KEY WORKING RELATIONSHIPS

No. of Staff reporting to this role: will vary over the lifetime of the programme but anticipated to be no more than 6.

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis

In addition the post holder will deal with the wider healthcare community, external organisations and the public.

This will include verbal, written and electronic media.

The post holder is required to create and maintain effective working relationships at all levels with Trust staff, external organisations and other public bodies.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
Estates and Facilities teams	Specialist Advisors
Our Future Hospital Team	Supplier companies
Divisional Directors	Community Health Partnerships
	NHS Property Services

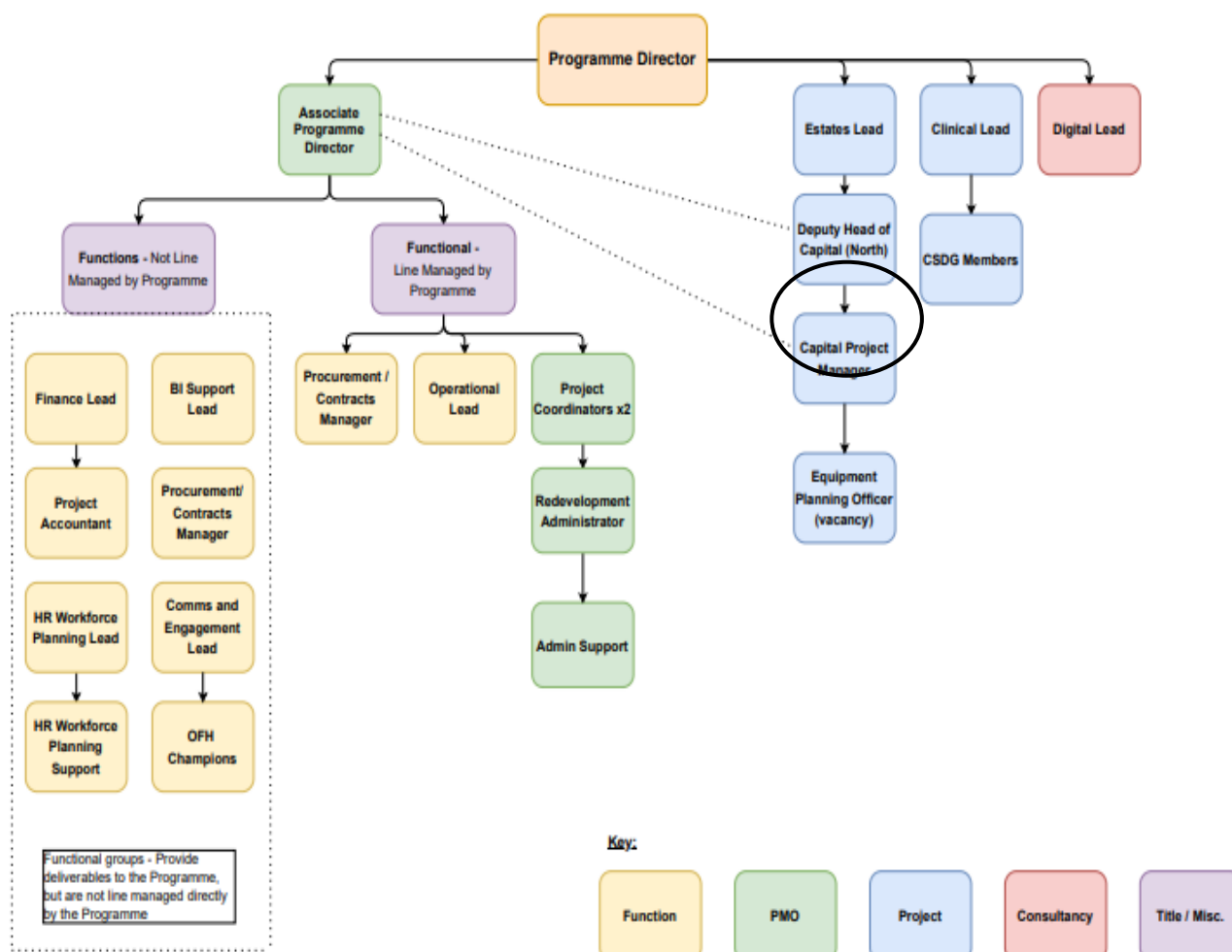
Clinical Directors
Senior Managers
Clinicians
Patient Representative Groups
Comms Team
Finance
Ward and Departments
staff representatives
Hospital Staff.

other NHS Trusts/providers
The Health and Social Care Information Centre
Local Planning Departments
Property and Design Consultants
Contractors
Government Agencies
Local Enforcement Agencies (HSE / EHO)

ORGANISATIONAL CHART

The Structure chart below shows the Capital Project Manager role circled in black and how this role fits into the overall OFH Programme

Our Future Hospital Programme Phase 1 Structure



FREEDOM TO ACT

Works autonomously within delegated levels of authority. Guided by regulations such as H&S and building regs. Is the lead specialist on capital for the OFH Programme.

Provide professional advice in terms of project planning, feasibility, design, buildability and delivery of projects.

To maintain one's own high professional standards and explore opportunities to develop practice.

COMMUNICATION/RELATIONSHIP SKILLS

Work closely with the OFH Programme Manager to ensure project updates are reflected in the programme plan and that delivery of the Estates project is within overall programme timescales and interdependencies are fully understood and planned for.

Required to communicate at the highest level often on highly complex, highly sensitive or contentious information in highly emotive situations.

Provide highly complex, sensitive information relating to strategy, policy and technical systems to directors and senior managers, producing reports and complex papers.

Advise Trust Managers and staff on Project matters, providing financial and project status reports, consult with them and gain local manager approval, as appropriate.

Participate in relevant meetings, providing information advice and support where requested.

Provide progress reports on the capital projects against budget, timescale and quality objectives to the operations board and strategic estate development group as appropriate.

ANALYTICAL/JUDGEMENTAL SKILLS

To use managerial and judgemental skills to analyse highly complex situations and formulate appropriate solutions/responses.

To support the development of and or produce robust and compelling highly complex business cases

Produce tender documentation, lead tender processes and highly complex tender analysis.

Carry out feasibility studies with budget and detailed estimate of works including option appraisals, draft layouts, support for business plans and recommendations for submission of funding bids.

PLANNING/ORGANISATIONAL SKILLS

Complete daily log for time charge against all schemes with monthly report for capital recharge.

Prepare, maintain, check and keep accurate up to date Estate Records in areas of responsibility.

Deliver against objectives, achieving quality outcomes and working to tight deadlines.

Ensure that robust mechanisms are in place to regularly monitor and report performance for all project activities with regular reports for project spend, progress and post project reviews.

To be responsible for organising own, and that of a project team, workload, prioritising to meet the needs of the Trust.

Ensure appropriate risk control measures are in place with estates risks identified, managed, mitigated where possible, resolved or escalated.

PATIENT/CLIENT CARE

The post holder will have incidental contact with service users while duties are carried out within the hospital and day centre environments.

POLICY/SERVICE DEVELOPMENT

To ensure Quality, Assurance procedures are adhered to in all respects, ensuring statutory, mandatory, recommended testing, maintaining accurate records, documentation and signatory in areas of responsibility.

The post holder is required to interpret policy, strategy and standards related to the redesign of clinical accommodation.

To work within Trust policies and procedure

FINANCIAL/PHYSICAL RESOURCES

Overall, financial responsibility for the procurement of contracts and services of a significant value and ensuring controls are in place for multiple delegated capital budgets and expenditure in compliance with the Trust's Standing Financial Instructions.

To liaise with external advisors regarding the VAT status of project activities and to communicate to the relevant Trust groups.

Be an authorised signatory for Estates purchases and tendering processes.

Delegated capital budgets on a scheme by scheme basis.

Manage the procurement, construction, commissioning and successful delivery of capital projects to the required quality standards, within budget and in programme including awarding contracts, approval of final accounts and contractual financial claims (in excess of £50k).

Continuously monitor budgets and control costs to ensure that all works are completed to agreed time limits and within financial targets and ensure that the trust receives value for money

Responsible for commissioning external consultants and design teams including architects, building services engineers, structural engineers, quantity surveyors, building surveyors and specialist advisors (property, commercial and legal) in accordance with Trust Standing Orders and Standing Financial Instructions.

HUMAN RESOURCES

Line Management responsibility for the OFH Estate capital programme team, including recruitment and performance.

There may be the requirement for out of hours or weekend working at peak programme times.

Provide absence cover and support for other programme team members where required.

Assist in the development and training of lower grade personnel in their duties

INFORMATION RESOURCES

The post holder may prepare technical drawings and detailed capital documentation using specific software programmes for presentation to various bodies including the OFH Programme Board

Ensure that data collected is analysed, reported by the team as appropriate and monitor the processing of data and information.

RESEARCH AND DEVELOPMENT

The post holder is expected to undertake regular (once a month) surveys relating to estates.

PHYSICAL SKILLS

Advanced keyboard skills required for preparing reports and technical drawings using specialised digital programmes.

PHYSICAL EFFORT

Light physical effort, combination of standing, sitting or walking.

MENTAL EFFORT

Frequent concentration is required for prolonged periods of time when analysing complex capital documents, chairing meetings or developing drawings.

EMOTIONAL EFFORT

Occasional distressing or emotional circumstances if dealing with grievance or disciplinary issues.

WORKING CONDITIONS

VDU use, occasional exposure to dust and dirt onsite.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

Championing health and wellbeing.

Encouraging and support staff engagement in delivery of the service.

Encouraging staff to comment on development and delivery of the service.

Ensuring during 1:1's / supervision with employees you always check how they are.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	OFH Capital Programme Manager
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Educated to Masters level in Architectural, Construction, Building or Engineering discipline, relevant subject or relevant experience with equivalent qualification.	Y	
Project management qualification (PRINCE2, APM Project Management, etc)	Y	
Relevant training (HTM's and HBNs, etc)	Y	
Professional qualification (or working towards) in relevant estates discipline (RIBA, RICS, CIOB, CIBSE, etc.)	Y	
KNOWLEDGE/SKILLS		
NHS technical documents, British standards, regulations, legislation and codes of practice	Y	
Contract administration and contract law	Y	
Budgetary control, planning and forecasting for capital schemes	Y	
Planning and building control procedures	Y	
Working with computer aided design tools AutoCAD, Revit or equivalent	Y	
Construction process, principles, standards and techniques	Y	
Sound knowledge of legislation relating to estates services / health and safety	Y	
EXPERIENCE		
Proven experience in project management, contractual negotiations, contract administration and engagement of consultants of all disciplines	Y	
Minimum 5 years' experience in construction and building services post qualification	Y	
Procurement of capital works and estate services	Y	
Estate management	Y	
Good track record of building and engineering project management of multi-discipline schemes	Y	

Risk assessment and critical path analysis	Y	
PERSONAL ATTRIBUTES		
Demonstrates a high level of numerical and data analytical skills	Y	
Construction design management (CDM)	Y	
Thorough knowledge of building construction industry practice	Y	
Effective communicator for highly complex, sensitive information with good written and verbal communication skills at all levels, and good negotiation skills	Y	
Results-driven, with commitment to deliver objectives to agreed quality standards, budget and timescales	Y	
Ability to build and maintain positive and productive relationships across a range of partners and stakeholders, working across organisational boundaries	Y	
In-depth understanding of capital procurement policies, procedures and processes	Y	
Knowledge of the technical design, delivery and utilisation aspects of construction projects	Y	
Excellent organisational / interpersonal / decision making skills, written and verbal	Y	
Advanced skills in software (Microsoft Word /Outlook/Access/PowerPoint, Excel, etc.)	Y	
Ability to articulate and influence / persuade others	Y	
Self-motivated, with high work standards for self and others with drive and resilience. Takes personal responsibility for quality of output	Y	
Able to demonstrate clarity of thinking, plan and organise	Y	
Ability to manage and deliver to deadlines and within resources	Y	
OTHER REQUIREMENTS		
Demonstrate a high level of inter-personal and stakeholder management	Y	
Ability to travel between sites		Y

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)					Y
Noise (over 80dBA)			Y		
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)					Y
Heavy manual handling (>10kg)	N				
Driving			Y		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort			Y		
Mental Effort					Y
Emotional Effort			Y		
Working in isolation	N				
Challenging behaviour			Y		