

JOB DESCRIPTION

JOB DETAILS	
Job Title	Capital Buildings Manager – Our Future Hospital
Reports to	Capital Project Manager OFH
Band	Band 7
Department/Directorate	Estates & Facilities

JOB PURPOSE
<p>To project manage the feasibility, design, procurement and construction of capital schemes in the Our Future Hospital Programme and to take the lead responsibility for the delivery of the OFH Capital Programme. To take lead responsibility for Capital contracts, procurement of major and minor works relating to the redevelopment scheme.</p> <p>All Capital Projects are developed and approved through the Trust Business Case process, as well as the New Hospital Programme the complexity of which is commensurate with the scope and value of respective projects. All significant schemes are required to utilise the “Five Case Model” based upon the HM Treasury publication “The Green Book” and the Supplementary Guidance. Delivery of projects will include the preparation and coordination of the business cases process.</p> <p>The post holder will provide liaison of the Capital service in the Trust and through SLA’s to the Devon Partnership Trust comprising of the North Devon District Hospital and other Trust sites as instructed and required.</p> <p>To manage the delivery of both major Capital Building and infrastructure projects on behalf of the Trust and in accordance with all appropriate requirements, regulations, guidance and obligations.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>Key responsibilities:</p> <p>To ensure all legislation, guidance notes and HTM’s relevant to the Estates and Facilities Division are understood, implemented and monitored.</p> <p>To give assurance to the Associate Director of Strategic Capital & Estates and the wider senior management team of appropriate management of the existing estate in line with best practice guidance, HTM’s HBNs and other mandatory and statutory guidance.</p> <p>To work with the Deputy Head of Capital to ensure efficient management policies and communication plan is in place.</p> <p>To work with the OFH Capital Project Manager to ensure that project budgetary management is effective together with CIP investment and divestment planning on an annual basis and delivery of construction and infrastructure works for individual capital schemes.</p> <p>To provide the OFH Capital Project Manager with professional procurement, technical building, infrastructure & H&S advice and information as required</p> <p>To manage a range of major and minor capital and works schemes as delegated by the OFH Capital Project Manager through the capital development allocation with the Trust.</p> <p>To manage the development of the project brief with the end users and to ensure sign-off.</p> <p>To determine and recommend suitable procurement routes in accordance with Trust Standing Orders and SFIs, complying at all times with these documents in relation to the management of schemes.</p>

To appoint, instruct and manage external consultants and contractors, ensuring that formal documented briefings have taken place and all work is reviewed.

Maintain a list of suitably experienced and qualified contractors for the provision of services to the Trust and select from these to send out invitations to tender and quote.

Analyse tenders and quotations, and appoint contractors to provide best value for money and to undertake quality installations.

To authorise payments to contractors within delegated limits, ensuring the management of quality with payment.

To ensure that the infrastructure and building alterations and installations are designed in accordance with all relevant legislation and guidance achieving the highest possible standards and value for money.

The post holder will supervise and control any contractors or consultants employed by the Trust on schemes delegated by the OFH Capital Project Manager through the capital development and Back log allocation within the Trust.

For smaller schemes to produce specifications and tender documentation and to manage the tender process.

To project manage the construction period of capital developments. Where necessary acting as “supervisor”. To include PSCP liaison and briefing, checking and commenting on Building design and specification details. Monitoring and accepting the Building work during construction, commissioning and handover.

To monitor and manage allocated budgets for individual capital schemes.

To plan and prioritise all works so as to generally remain within the constraints of known capital and revenue budget allocations. To identify additional budget requirements and excess budget allocations.

To develop and maintain good working relationship and adequate communications with all internal and external stakeholders throughout the project lifetime.

To liaise closely with colleagues within the Estates and Facilities Division on capital schemes as required.

To maintain project files for all schemes.

To provide formal updates of the progress of all capital schemes fortnightly or as required by the Deputy Head of Capital.

To assist and advise other project and scheme leads where required on all building aspects of capital projects and works schemes.

Line management of lower graded Capital staff

To keep abreast of current technology and research developments to ensure best value for money and a modern healthcare environment in the design, construction and installation of new buildings, plant and equipment.

As a line manager you are required to ensure that all staff and site users (such as contractors), working within their area of responsibility receive all necessary H&S information, invoking CDM as required, and are appropriately trained to enable them to undertake their duties safely and without unnecessary risk.

To advise on and ensure compliance with Building regulations, T&C Planning requirements, Environmental Health, CDM, DDA, Privacy and Dignity, relevant technical guidance and other statutory requirements associated with the construction process.

To ensure the application of Post Project Evaluations of schemes in terms of professional design parties, contractor performance, team performance and client satisfaction, to assess their overall success. Monitoring the quality of design, finishing, documentation and management of schemes ensuring standards are met.

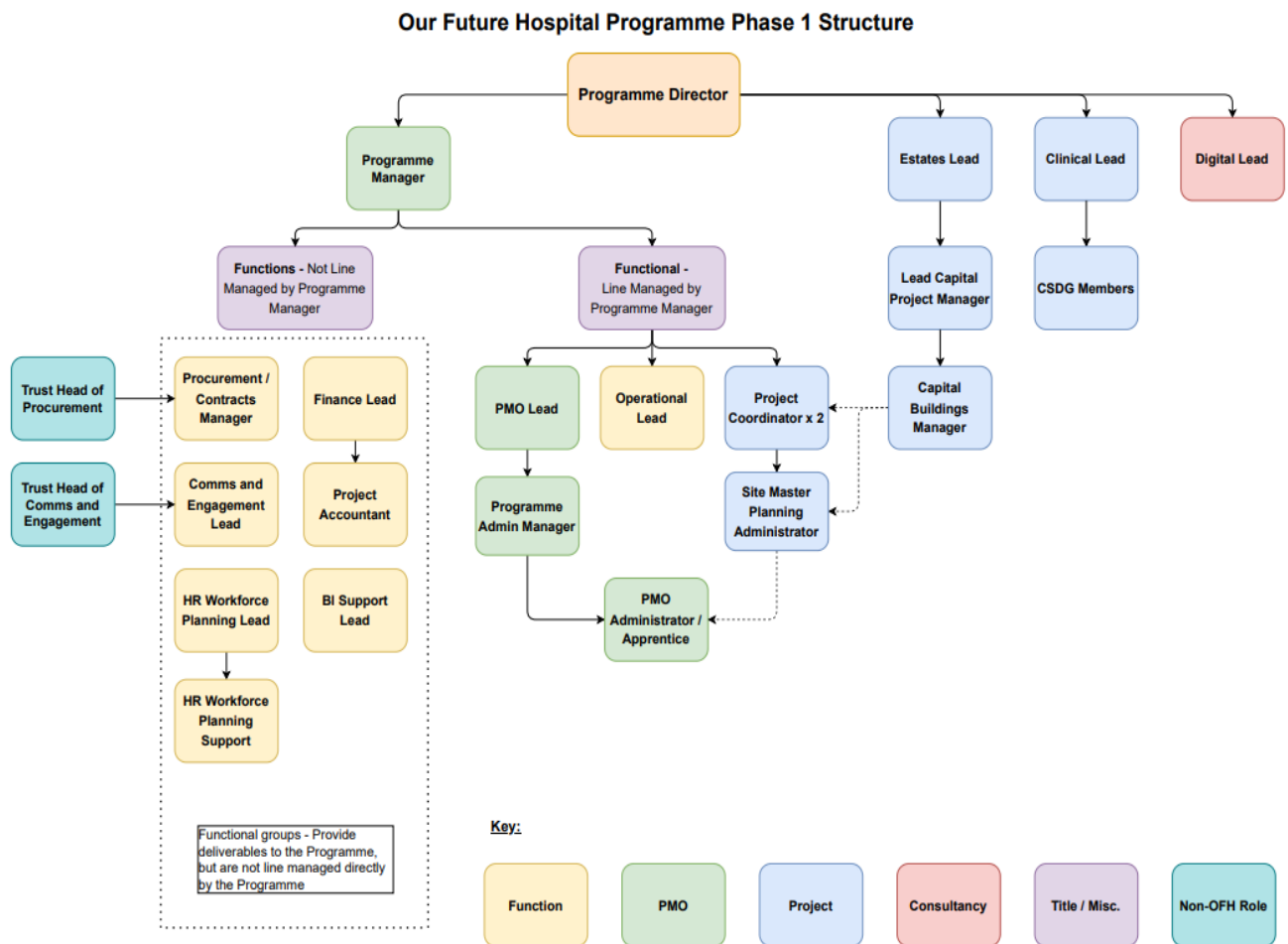
Will be expected to be part of the Estates Management on call team, this will be deferred as a secondment post for 12 months.

KEY WORKING RELATIONSHIPS

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and Electronic media. In all instances this shall be carried out in line with the Trusts "Visions and Values" policy with particular adherence to Excellence, Integrity and Support of the wider Estates & Facilities team.

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
Clinical Directors	NHS Property Services
Senior Managers	other NHS Trusts/providers
Clinicians	The Health and Social Care Information Centre
Patient Representative Groups	Local Planning Departments
Comms Team	Property and Design Consultants
Finance	Contractors
Ward and Departments	Government Agencies
staff representatives	Local Enforcement Agencies (HSE / EHO)
Hospital Staff	

ORGANISATIONAL CHART



FREEDOM TO ACT

To manage own allocated workload during periods of planned capital works. To work unsupervised in the course of capital duties. Including responding to out of hours request in co-operation with other staff involved in the Estates on-call service.

To adhere and be guided by procedures and protocols

COMMUNICATION/RELATIONSHIP SKILLS

Communications multi-stranded projects, design, financial, contractual information, presents work scheme proposals to Board, senior managers, contractors, estates staff to gain co-operation

Within each capital project to maintain good working relationships with staff within the Trust at all levels and external stakeholders with roles and responsibilities for Project delivery and Property Management, including other healthcare bodies, SHA, local authorities, legal advisors, District Valuer, patient interest groups, local community, construction professionals

ANALYTICAL/JUDGEMENTAL SKILLS
Judgement across a wide range of estates issues taking into account legislation, H&S, conflicting demands, project delivery, compliance issues.
PLANNING/ORGANISATIONAL SKILLS
Plan multi stranded capital projects, many of which are on-going and inter-related
PATIENT/CLIENT CARE
To assist patients/clients during incidental contact. Compliance with the Trust Infection Control Policy. Living by the Trust's vision and values at all times.
POLICY/SERVICE DEVELOPMENT
Responsible for the development and implementation of capital procurement policies for the Estates Service
FINANCIAL/PHYSICAL RESOURCES
Manage estates capital project budget's and procures physical assets and selects suppliers. The post holder will be required to undertake training and AP duties for allocated building and service disciplines as required.
HUMAN RESOURCES
Manages estates projects team/responsible for recruitment, personal and career development
INFORMATION RESOURCES
Responsible for production of manual, digital drawings using CAD equipment for the Estates service
RESEARCH AND DEVELOPMENT
Conduct a range of estates surveys and audits
PHYSICAL SKILLS
Highly developed physical skills, preparation of technical drawings using CAD, drawing measurement tools
PHYSICAL EFFORT
Working at heights, carrying surveying equipment
MENTAL EFFORT
Concentration required when using equipment, analysing statistics, documents requirement to deal with emergencies
EMOTIONAL EFFORT
Deals with staff, contractors grievance, disciplinary issues
WORKING CONDITIONS
Occasional/frequent unpleasant conditions, dust and dirt on site

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 yourself 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.

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.

PERSON SPECIFICATION

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Requirements	Essential	Desirable
QUALIFICATIONS/ SPECIAL TRAINING		
Qualified to BSc (Hons) level in engineering, building, surveying or equivalent.	X	
Plus post graduate qualification in Project Management, General Management or Facilities Management.	X	
To be a chartered member of your professional body.	X	
KNOWLEDGE/SKILLS		
Highly developed specialist knowledge across the range of work procedures and practices within Healthcare, combined with theoretical knowledge and relevant practical experience.	X	
Detailed knowledge of construction and refurbishment, including design, project management, planning, site supervision and contract administration.	X	
Detailed knowledge of relevant legislation, national standards, professional and other guidelines, procedures and practices related to contract law, planning, construction, Health & Safety, Healthcare Facilities and Property Management.	X	
Excellent interpersonal and communication skills both written and verbal. With the ability to communicate effectively with patients, staff, medical consultants, nursing staff, construction professional's etc.	X	
Management skills with the ability to motivate and introduce and influence change.		X
To have excellent skills in structured planning and resource management, including budgetary management.	X	
Detailed knowledge of contract law and its application in risk reduction for the Trust	X	
Experience and detailed knowledge of Property Management issues, including leases, planning law, rating and valuation and professional services.	X	

<p>EXPERIENCE</p> <p>Experienced lead in Capital Projects with proven technical ability, having not less than 3 years construction management knowledge and experience managing capital projects at a senior level.</p> <p>Experience of Healthcare Estate Management including Maintenance and Facilities.</p> <p>Experienced in the interpretation and dissemination of the complexities of NHS guidelines to medical staff, senior managers and construction professionals.</p> <p>The ability to undertake audits and surveys producing professional reports with substantiated recommendations</p> <p>Specialist work and building knowledge including legislation to degree level or equivalent, post graduate knowledge plus experience</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p>PERSONAL ATTRIBUTES</p> <p>Reliability and Flexibility, able to contribute to changing demands of the service. Ability to demonstrate a diplomatic caring attitude whilst maintaining confidentiality adhering to the Trusts policy on “Vision and Values. In particular:</p> <ul style="list-style-type: none"> • Understanding excellence • Acting with integrity • Support to members of the team and customers • Involves the use of a computer and desk-orientated work. • Requirement to access building sites, plant rooms and all areas of the estate to survey and inspect work. • Driving • To be able to function effectively within diverse groups, ensuring the best interests of the Trust are represented at all times. <p>To be able to manage and resolve conflict from personal issues to legal and financial differences initially through negotiation and interpersonal skills or the application of law as required.</p>	<p>X</p> <p>X</p>	
<p>OTHER REQUIREMENTS</p> <p>The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.</p> <p>Ability to travel to other locations as required</p> <p>Will be expected to access all areas of the buildings and carry out site inspections on construction sites.</p> <p>Will be expected to participate in the Estates Management on call team</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

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