

JOB DESCRIPTION

JOB DETAILS	
Job Title	Capital Project Manager
Reports to	Deputy Head of Capital Projects – (Northern)
Band	8a – subject to matching
Department/Directorate	Estates and Facilities

JOB PURPOSE
<p>To support the Estates / Facilities department in the management and delivery of capital projects within the estates and to provide the most practical and economic solutions for design, procurement, construction, management, commissioning and maintenance of development. Responsible for the development of corporate capital project policies that inform the process for procuring large- and small-scale work projects ranging in value and complexity.</p> <p>To provide managerial leadership with the support of the Estates and Facilities Management (EFM) in order to:</p> <ul style="list-style-type: none"> • Manage the day-to-day activities of the services to clients in accordance with Trust policies and within allocated resources. • Continuously develop the most efficient and cost-effective structure for the future delivery of services to clients with the involvement of Head/Deputy of Capital Projects, professionals and purchasers. • Meet performance targets for quality, volume and cost. • Take a proactive role in the continuous improvement of the services delivered to clients. • Deputise for the Deputy Head of Capital Projects – Northern at some meetings during absence.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>Ensure compliance of capital projects with all relevant legislative guidance and best practise e.g CDM, BSA, Building Regulations, HTMs, HBNs etc.</p> <p>Agree at outset the level of delegated authority from the Project Director and Deputy Head of Capital Projects, set up a framework for project delivery compliant with trust standing orders and financial instructions.</p> <p>Liaise with, guide and support the Trust’s clinical, infection control and operational teams during the development of business cases to ensure that the strategic context, objectives and options are fully explored and reported and that the report identifies risks and considers management of those risks. Through close collaboration with a systematic interrogation of the clinical, infection control and operational teams, develop and publish a comprehensive and robust project brief that identifies all key project components (including but not exclusive to decant, temporary works, main scheme deliverable) an operational policy and present it to the project director for sign-off.</p> <p>Work with external consultants to establish the limit of expenditure necessary to meet the project objectives provide a statement of area and quality achievable within the budget; provide a statement of recommendations for method of construction and contractual procedures.</p> <p>Establish and agree a process for selecting and appointing the design team and set terms and conditions of appointment compatible with the procurement strategy; procure tenders and make</p>

recommendations for appointment after receipt of instructions from the project director and appoint the design team.

Develop, manage and co-ordinate the design development from feasibility and outline design to detailed design/specification; manage the design process to that it is completed on time, is appropriate, within budget and that all necessary decisions have been properly taken and fully and clearly expressed in specification and on drawings; check, appraise and comment upon all information produced to ensure compliance with project objectives.

Maintain project cost planning and cost control procedures to ensure a clear balance cost framework within which to produce and deliver a successful design and to ensure that the agreed budget is the maximum limit of expenditure.

Ensure the competencies of all appointments to the design team and make adequate provision for health and safety. Provide the design team with all site-specific information relevant to the health and safety on the project.

Monitor trust operational activities and the interface with construction work, assess risks and agree appropriate control measures; ensure effective communication between clinical and operational staff, the design team and contractor to ensure all reasonable steps are taken to minimise the effect of the development works on the provision of healthcare whilst mitigating delay/disruption to the contractor's programme.

Throughout the life cycle of the project, ensure that monthly report containing (but not limited to) information on budget compliance/reconciliation, cash flow, programme, design status, variations quality, risk to objectives, statutory requirements, authority requirements, outstanding information, forecasts out-turn costs and alternatives to deliver savings are prepared and issued to the project director.

At key design sign off stages; check design information, produce and publish budget statements, outline cost plans, detailed cost plans, cost checks and cost analysis statements to act as key control documents to ensure that as design develops the targets are checked and adjustments made in order to demonstrate that the project is managed within budget.

Hold regular meetings with clinical, infection control and operational teams throughout the life cycle of the project to ensure that they always have up to date, relevant and accurate information to understand status, compliance with objectives and risks and are able to exercise authority at the right time.

Ensure that formal construction contract documentation is drawn up, completed and published as early as reasonably practicable after tender acceptance.

Consider the need, develop and publish warranties to minimise the trust exposure to design or construction related risk.

Participate in the management on-call rota

Fulfil the requirement of professional and technical lead in regard to training and certification of competence in accordance with DoH guidance documents, Health Technical Memoranda and other NHS requirements.

Liaise with Trust health & Safety/risk managers and service managers to ensure an active interface between estates and the trusts on corporate governance issues as they relate to the management of the estate.

KEY WORKING RELATIONSHIPS

Areas of Responsibility: Capital Projects

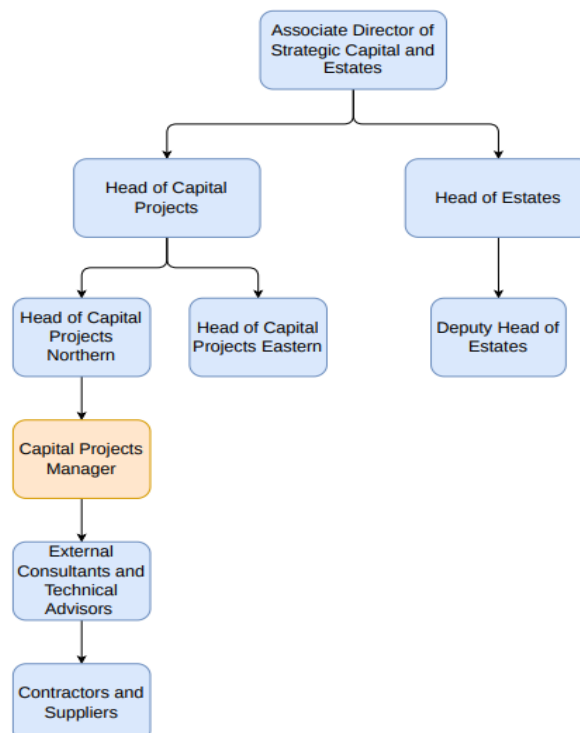
The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day-to-day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> Trust Directors New Hospital Programme Head of Capital Projects Senior Trust Management Clinical Matrons/Ward managers Estates and Facilities Team Trust Health & Safety Team Patient representative groups Comms team] Finance team Patient representative groups 	<ul style="list-style-type: none"> Health & Safety Executive and Environment Agency Estates/specialist advisors NHS Property services Local Authorities Government agencies Contractors External auditors Patients/visitors to the site Other external agencies Department of Health, NHS Estates and all other Department of Health managers and staff. External consultants and contractors

ORGANISATIONAL CHART

The Estates and Facilities department is comprised of a multi-disciplinary team of, Estates Officers (Operational), support staff and direct labour force. The Service is managed by the Director of Estates and Facilities with support from the Deputy Head of Estates and Facilities. The department provides comprehensive estates management services encompassing asset and property management, capital planning and project management, risk management and the provision of maintenance services via its directly employed trades staff and contractors to a number of NHS Clients.



FREEDOM TO ACT

- The post holder will have autonomy in the delivery of their areas of responsibility and for their professional actions.
- Whilst working within broad occupational policies, the post holder will be responsible for determining the way these should be interpreted.
- Works autonomously within delegated levels of authority. Guided by regulations such as H&S and building regs.
- Act as the lead specialist on capital projects, providing expert oversight and guidance throughout delivery.
- 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.
- Including responding to out of hours request in co-operation with other staff involved in the Estates on-call service.
- Be accountable for the day-to-day activities of capital projects in accordance with Trust policies and within allocated resources.

COMMUNICATION/RELATIONSHIP SKILLS

- The post will require excellent communication and relationship skills where the accuracy and efficiency of the spoken word is paramount due to the level of complex, sensitive and sometimes contentious information that needs to be relayed to senior Trust members and user groups in respect of capital projects and risks been managed by the post holder.
- The role will require the facilitation of large group meetings where the post holder will need to ensure the objectives of the Trust are met.
- This role will involve excellent negotiation skills and the need to process complex information in a manner that can be easily understood by all. The post holder will also need excellent construction knowledge in order to process information received relating to the project to enable a timely response to be made.
- Provide and receive technically highly complex information to and from designated experts, consultants, statutory and legislative departments, orally in writing and electronically.
- Provide technical and practical guidance to all departments within the Estates & Facilities Division and other Trust divisions and Trust executive on capital estates issues.
- Participate with other divisions and Trust executive on other operational, policy and procedural matters where required.
- Liaise with the relevant external statutory enforcing bodies to ensure that risks to Estates services and client trusts are minimised in relation to the management of health and safety and the disposal of hazardous and infectious wastes.
- Set up and manage information flows, communication and planning within the design team to ensure that all parties have the right information in order to perform effectively.
- The role will require the individual management of conflict and ambiguity operating at times in an environment of uncertainty.

ANALYTICAL/JUDGEMENTAL SKILLS

- Assess all prospective safety and operational situations with a view to provide timely solutions to technically highly complex situations.
- Identify and schedule risk and uncertainties for project delivery and select an appropriate procurement strategy which will lead to a completed development which meets the objectives and minimises Trust exposure to unnecessary risk. Regularly review the procurement strategy during key stages of the project development well before the contract strategy has been decided and contracts have been let.
- Identify and develop risk management requirements and risk reduction opportunities in accordance with legislation, NHS guidance and best practice.
- Supporting the line manager with the interpretation of legislation and regulations and the development of long-term strategic estates plans to implement objectives.

PLANNING/ORGANISATIONAL SKILLS

- Manage, plan and organise a broad range of complex work streams and associated capital/estates related activities to ensure they achieve cost-effective outcomes.
- Programme capital/estates related activities, prioritising required actions based on risk management principles.
- Advise on contingency planning for critical services, contribute to the development of site contingency plans and ensure all emergency manuals and information is reviewed and updated as required in relation to capital projects.

PATIENT/CLIENT CARE

- The post holder is required to put the patient, as the first priority, at the centre of all activities.
- The post holder may provide non-medical information and advice to patients and carers specific to Capital projects.
- Ensure full compliance with the Trust Infection Control Policy.
- Demonstrate a continuous commitment to the Trust's vision and values in all aspects of work.

POLICY/SERVICE DEVELOPMENT

- Nominated responsible person to manage the identification, recording and monitoring of asbestos containing materials. This includes the development of policy and strategic planning for the long-term management of asbestos and its identification to persons who may be affected by it.
- Develop, review, audit and update policies and procedures to improve service, maintain compliance, improve quality and achieve cost reduction and value for money.
- Follow policies and procedures for own role, comment on policies for Capital, Estates, Facilities and the Trust.
- Support and implement all procedures and policies within the capital team and the wider Trust.
- Responsible for selecting suppliers or authorising purchases, considering cost, quality, delivery time and reliability.

FINANCIAL/PHYSICAL RESOURCES

- To be the delegated budget holder for Capital and contract maintenance expenditure, this will include the Estates Investment Plan, individual Capital Schemes of £50k and upwards and larger Capital Projects.
- The post holder will have delegated areas of specific responsibility and accountability as the budget manager for project administration. This will include areas of specific budget setting and procurement of services.
- To be an authorised signatory for project expenditure within the capital project team.
- The post holder will have delegated responsibility and accountability for the capital project budget, establishing robust processes and controls for the overall management of the project. Ensure the delivery of the project within the agreed affordability envelope. This will include programming of cash flows within project expenditure.
- The post holder will manage the Clients' Estate Investment Plans, contract maintenance, capital and revenue investment.

HUMAN RESOURCES

- Manage staff and contractors as projects develop, this will include the recruitment selection, appraisal, performance management and lessons learned reporting.
- Work with relevant clinical directors to involve the clinical services affected by the project implementation plan. Ensuring that clear procedures are in place to manage the impact of the project on staff.
- Work with the Estates and Facilities leads to ensure the management of resources is effective.

INFORMATION RESOURCES

- Develop, manage and review the estates risk registers for the client trusts and provide leadership, guidance and support to estates officers in matters relating to risk management and risk assessment.

- Maintain close working links in the department and utilising and accounting for CAD and asbestos coordinator involvement, Estates Investment Plan, Compliance Register, Backtrack and other systems as they develop.
- Manages the risk database using a bespoke IT system for the benefit of the service.
- Keeps relevant estates risk information up to date and liaises with the client trusts regarding their Standards for Better Health submissions.

RESEARCH AND DEVELOPMENT

- Responsible for the regular (once a month) instigation and implementation of research into new technologies, different methodologies of working, surveys and audits.
- Introduce, audit and improve procedures and policies, formulating technical and practical solutions to improve performance and maintain delivery of service based on engineering and building excellence and integrity.
- Audit and receive all completed Capital works ensuring that any such works are fit for purpose and compliant with relevant statutory and regulatory requirements before official handover to operational leads.

PHYSICAL SKILLS

- Advance IT keyboard skills required for preparing reports and technical drawings using specialised digital programmes.

PHYSICAL EFFORT

- Covering significant distances on foot in a shift, e.g. 8km/day.
- Occasional requirement to exert moderate physical effort, e.g. climbing ladders, lifting, moving or replacing equipment, kneeling and crawling.
- Provide occasional assistance in undertaking heavy repairs and moving of equipment, such as surveying tools and equipment.

MENTAL EFFORT

- Frequent requirement for concentration, where there may be regular changes to planned workday depending upon the needs of the department and associated staff.
- Frequently required to change from one activity to another in light of the number of different work streams within one or more projects.
- Occasional distressing or emotional circumstances if dealing with grievance or disciplinary issues.

EMOTIONAL EFFORT

Exposure to emotional or distressing circumstances is infrequent.

WORKING CONDITIONS

- Occasional exposure to highly unpleasant conditions e.g. sewage / gases during the course of duties.
- Requirement to occasionally work outdoors on site.
- Exposure to dust (building site), noise (plant rooms), high temperature (plant rooms, energy centre, voids)
- All of the above to be managed in line with the relevant health and safety regulations and guidance.

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 (DSE) if appropriate to role.

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

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.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

PERSON SPECIFICATION

Job Title	Capital Projects Manager
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REQUIREMENTS	Essential	Desirable
QUALIFICATIONS / SPECIAL TRAINING		
Master's degree, or equivalent management experience	E	
Project management qualification or equivalent experience	E	
Membership of RICS	E	
Demonstrate knowledge of HBNs and HTMs	E	
Working knowledge of RIBA Plan of Work and relevant guidance from CIAT and CIBSE.	E	
KNOWLEDGE / SKILLS		
Innovative, able to problem solve and make decisions from a broad range of complex options	E	
Working knowledge of healthcare service delivery issues in Mental Health/Community settings	E	
Ability to interpret and implement complex policy including the Agenda for Health and Social Care Services arising from government policies	E	
Ability to influence and negotiate across a broad range of professions and/or organisations as appropriate	E	
Ability to analyse/interpret a range of highly complex data in order to identify solutions to service delivery	E	
Highly effective interpersonal, communication and people management skills when dealing with highly complex, sensitive or contentious information	E	
Knowledge of performance management frameworks and methodologies	E	
Advance IT keyboard skills including Word, Excel, PowerPoint, databases, CAD and e-mail	E	
Proven experience of managing operational budgets within a complex, multi – site or highly regulated environment.	E	
Ability to manage own time and meet deadlines	E	
EXPERIENCE		
Experience at a senior management level	E	
Proven experience of working in operational management level across a range of services within a complex, multi-stakeholder environment.	E	
Experience of working with senior clinical professionals in management roles	E	
Proven experience of change management/project management	E	
Experience in demand and capacity planning	E	
Experience of financial management	E	
PERSONAL ATTRIBUTES		
Remain calm in stressful situations	E	
Ability to work as part of a multi-disciplinary team	E	
High level of self-awareness and openness to self-improvement	E	
Awareness of diversity and equality issues within the NHS	E	
OTHER REQUIREMENTS		
Flexible to the requirements of the role	E	
Able to undertake on-call commitments	E	
Ability to travel to external meetings.	E	
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y	Y			
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y		Y		
Respiratory sensitisers (e.g. isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristal)	Y		Y		
Animals	Y	Y			
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m ³)	Y		Y		
Noise (over 80dBA)	Y		Y		
Hand held vibration tools (=>2.5 m/s ²)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				Y
Heavy manual handling (>10kg)	Y		Y		
Driving	Y			Y	
Food handling	N				
Night working	Y		Y		
Electrical work	Y				Y
Physical Effort	Y				Y
Mental Effort	Y				Y
Emotional Effort	Y		Y		
Working in isolation	Y		Y		
Challenging behaviour	Y		Y		