

JOB DESCRIPTION

JOB DETAILS	
Job Title	Senior Operational Engineer
Reports to	Estates Operations Manager
Band	8a
Department/Directorate	Estates, Estates and Facilities Management

JOB PURPOSE
The post holder under the direction of the Estates Operations Manager shall provide continual operational management of a comprehensive maintenance service. This would include but not limited to new works and delegated capital projects being undertaken by directly employed labour (DEL) or contractors for all Trust premises and those covered by service level agreements with other organisations. The post holder will assist the Estates Operations Manager ensuring that the Estates Operational Strategy is reviewed, maintained and delivered in line with national, corporate and departmental objectives. Establish and maintain good relationships and effective team working, which will include supporting colleagues to ensure that the Estates Department is able to provide the full range of high-quality Estates services.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
- Respond to emergency calls at any time ensuring that the appropriate follow-up action is taken as soon as possible. The post holder may be required to be on duty or be part of a 'on call' team in and out of normal working hours responding to call outs, breakdowns and emergencies in a shift rota. - Responsible for the day to day Estates operational service. - Ensuring that Statutory and Mandatory requirements are met. - To ensure all legislation, guidance notes and HTM's, relevant to the Estates Department are understood, implemented and monitored - Develop and maintain strong links within all the Facilities and Estates Management teams, Senior Trust management, Matrons and Ward Managers - Ensure the efficient and effective use of Directly Employed Labour (DEL), materials, contractors and co-ordinating these within the service. - Actively walk the Trust's properties and communicate directly with Ward Managers over any concerns being raised and implement repair/solutions where possible. - Ensure that datasets are produced accurately and reported to relevant stakeholders in a timely manner - Play an active role in populating and risk assessing Trust assets for future Estates Investment Plan (EIP) replacement. - To ensure software packages new and old (eg MiCAD) are kept up to date and utilised for efficiency

- Named Authorised Person for:
 1. Disinfection & Sterilization.
 2. Medical Gas Pipeline Systems.
 3. Ventilation of Healthcare Premises.
 4. Water Systems & Control of Legionella.
 5. Environment & Sustainability.
 6. Specialist Services.
 7. Lifts & Lifting Equipment.
 8. Pressure Raising Equipment.

Deputise for other Authorised persons when required

KEY WORKING RELATIONSHIPS

Areas of Responsibility: Estates Operations Management

No. of Staff reporting to this role: 49

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

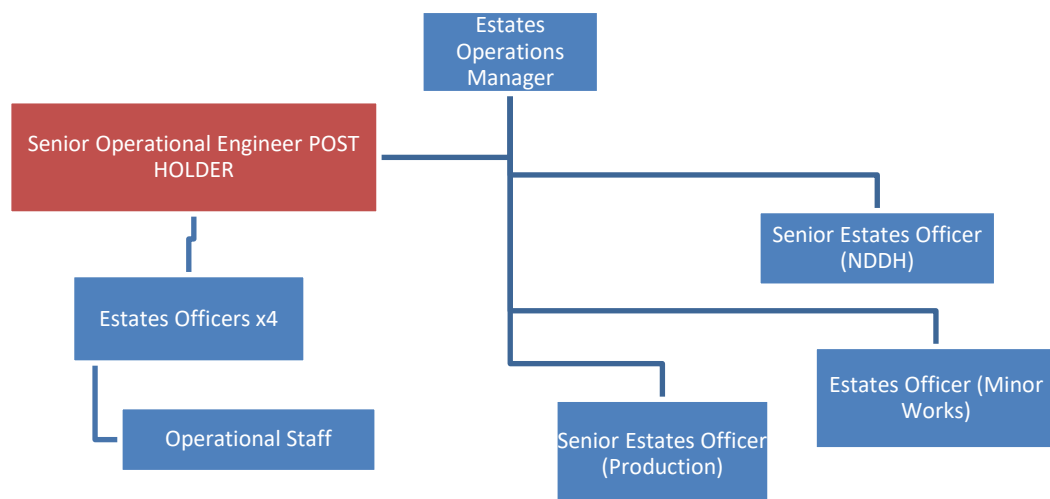
In addition, the post holder will deal with the wider healthcare community, external organisations and the public.

This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• All Clinical Teams • Estates and Facilities Management • Care Group Managers • Maintenance Team • Infection Control	• Devon Partnership Trust • Contract companies and suppliers • NHS Property Services, other NHS Trusts/providers •

ORGANISATIONAL CHART



FREEDOM TO ACT

- Responsible as the Operational Estates Lead (Eastern Services).
- Responsible for the annual PLACE /PEAG programme for Estates environmental improvements.
- Guided by Broad Occupational Policies such as Health & Safety Line Management Policies and Estates Policies.
- Undertake the role of Operational Estates Lead in respect of the cleanliness and deep clean initiatives.

COMMUNICATION/RELATIONSHIP SKILLS

- Advise Trust Managers and staff on Estates matters, consult with them on the preparation of the Annual Estates Programme and gain local manager approval, as appropriate.
- Provide professional and complex technical advice to Estates and contracting staff ensuring efficient deployment, organisation and delegation of duties enabling the effective maintenance and operation of Estates responsibilities in accordance with statutory, mandatory and current legislation. This will require negotiation skills to ensure cooperation of all staff.
- Promoting effective methods of communication, team briefing and liaison with other staff groups.
- Liaise and co-operate with Heads of departments and managers to provide a co-ordinated approach to the Estates Maintenance service.
- Work with Facilities, Nursing and Infection control staff in the prevention and control of Infection through the maintenance of engineering plant, systems and buildings.
- Assist the Estates Operations Manager by representing the Estates Department on committees, forums and small groups dealing with issues and developments.
- Liaise with capital project personnel and external consultants in connection with capital schemes to advise on the capacity and capability of the site infrastructure services to support new developments and to ensure compatibility is maintained with the existing engineering plant systems and infrastructure.

ANALYTICAL/JUDGEMENTAL SKILLS

- Responsible for investigations of Estates related Health & Safety reporting systems including the investigation, assessment, action and provision of advice for incidents, safety notices and the reporting of adverse events and failures.
- Analyse and interpret highly complex, multifaceted Health & Safety and Estates Operational issues with appropriate documentation and mechanisms in place to carry out risk assessments, permit-to-work, safe systems of work, control of contractors on Healthcare premises and training for staff, comparing a range of options that may be conflicting to achieve this.
- The management of maintenance, and other work, carried out by directly employed labour or contractors ensuring satisfactory, professional and technical standards in line with statutory standards, NHS Policy and Trust Standing Orders and Procedures. Advising the Estates

Operational Manager on all Estates functions concerning any problematic areas, non-compliance and risks to business continuity.

- Co-ordinate Estates responses to Hazard warnings, Safety Action bulletins, and MDA notifications.
- Keep up to date and advising on emerging complex technologies, energy saving techniques ensuring energy performance is monitored, improved, reported and implementing savings as required.

PLANNING/ORGANISATIONAL SKILLS

- Manage and organise the effective provision of day to day maintenance, planned preventive maintenance and programmed maintenance to ensure all land, buildings, plant and non-medical equipment are maintained in a safe, economic and efficient condition.
- Responsible for formulating and implementing multiyear strategic programmes of work and ensure that all maintenance, and other work, carried out by directly employed labour or contractors is of satisfactory, professional and technical standard and is in line with statutory standards, NHS Policy and Trust Standing Orders and Procedures, this will impact across the organisation.
- Identify maintenance needs and prepare programmes of work for the Estate Investment Plan.
- To ensure onsite Quality Assurance procedures are adhered to in all respects, managing statutory, mandatory and recommended testing maintaining accurate records, documentation and signatory in areas of responsibility.
- Plan, undertake, control alterations, improvement works, minor capital projects, including delegated capital schemes.
- Act on insurance reports, managing remedial action and liaise with Insurance Inspectors during their site visits.
- Responsible for writing and implementing the Planned Preventative Maintenance schedules for engineering regimes for existing and new equipment.
- To ensure all maintenance activities are carried out in compliance with the Health & Safety at Work Act and the Trusts Health & Safety policies and procedures. Taking all reasonable steps to prevent injury to yourself and others affected by your actions or omissions at work.
- Under the direction of the Estates Operations Manager manage, monitor and co-ordinate all Estates operations and maintenance activities with appropriate arrangements in place for the delivery of responsive, safe, economic, efficient and effective Estates services including 'out of hours' on-call services and emergency plans in support of patient care.
- Provide support, plan, undertake, control, alterations, improvements, minor new works, including any delegated capital schemes ensuring compliance with standing financial instructions, NHS guidance and current legislation.

PATIENT/CLIENT CARE

- Incidental patient contact.

POLICY/SERVICE DEVELOPMENT

- Responsible for developing and implementing new and revised policies and changes in Estates services and procedures.
- Prepare policies, safe systems of work, procedures and implementing changes.
- Contribute to corporate governance reporting in respect of the provision and estates services and controls assurance.
- Ensure compliance with all relevant legislation, guidance and best practice applicable to the healthcare Estate contributing to and working within a safe environment.
- Ensure accurate completion of incident forms in accordance with Trust policy.
- Participate fully in the Labour Management Scheme and service level agreements carrying out duties required to produce and continually update the PPM system ensuring an appropriate balance between planned and reactive maintenance is achieved. Liaise, direct and assist the Planner Manager to ensure successful operation of the scheme.

FINANCIAL/PHYSICAL RESOURCES

- Budget holder for Maintenance Eastern Services, including authorised Estates signatory, planning and forecasting expenditure, producing cost savings and improving value for money in line with the Trusts Standing Financial Instructions.
- Identify with the Estates Operations Manager cost reductions and efficiency programmes monitoring progress against agreed targets.
- Ensure compliance with the Trusts' financial instructions. Obtaining the correct number of quotations, tenders from suitably qualified and approved contractors and suppliers.
- Undertake feasibility studies and provide cost estimates and cost advice for alterations, improvement works and minor capital projects.
- Continuously monitor budgets and control costs to ensure that all works are completed to agreed time limits and within financial targets.
- Manage other NHS and external contracts carried out by Estates direct labour staff and contractors.
- Assisting in the management of Estates staff, revenue resources and stores within the budget for Estates and delegated works. Ensure maintenance and capital works meet safety standards, statutory compliance in the most cost effective and efficient method using DEL or contractors within budget.
- Participate fully in the computerised labour management and financial control scheme. Liaise with the relevant personnel to ensure successful operation of the scheme.
- To be responsible to the Estates Operations Manager for all delegated matters affecting the control, procurement, contracting, maintenance agreements, tendering procedures and Management of Estate services.

HUMAN RESOURCES

- Be a member of interview panels, preparing and completing documentation for the interview process.
- Responsible for the development and training of lower grade personnel in their duties.
- Deputise for the Estates Operations Manager.
- Provide absence cover for other Estates Officers and Supervisors.
- Formulate and draw attention to Estates Operations Manager training programmes for Estates staff resulting from development plans and training needs analysis. Contribute to the development of technical and human resources within the operational DEL teams.
- Line Manager for the Eastern Services Estates Operation, this will include recruitment/selection, workforce planning, disciplinary, performance appraisal and line management activity in line with Trust Human Resource Policies and procedures.
- Assist in the management and leadership of the Estates department promoting a culture recognising all service users as customers through teamwork, staff innovation, flexibility, involvement, change management and improvement.

INFORMATION RESOURCES

- To be responsible for the management, operation and maintenance of the Building Management Information Systems and carrying out of regular systems audits.
- Prepare, maintain, check and keep accurate up to date Estate Records.
- Maintain records of plant, equipment, machinery, maintenance history ensuring adequate stocks of fuel materials, spare parts, tools and equipment are held in stock. Providing advice in long term planning in matters relating to service continuity, availability and resilience.
- Advise the Estates Operations Manager on set up, maintain systems to ensure the assembly, retention and availability of all records including statutory, mandatory good guidance compliance, log books and documentation.
- Provide support to the Estates Operations Manager in the development and maintenance of as-fitted drawings, maintenance manuals, service records, statistical returns, Estates return information collection, performance reports, controlled documents, logbooks, policies and procedures.

RESEARCH AND DEVELOPMENT

- Participate in the annual appraisal, survey of property including collecting, collating and recording statistical information required for the calculations of the performance, safety and efficiency of buildings.
- Carry out regular inspections and testing of buildings and engineering plant including safety audits, safety inspections and risk assessments to provide a safe and effective environment for all patients, staff and visitors.
- Monitor, audit and control the quality for Estates services using DEL or contractors in accordance with NHS guidance, policies, procedures ensuring targets, performance, workloads, effectiveness, efficiency, best practice and value for money are met.
- Assist during the annual appraisal, backlog maintenance correlation, and property surveys including collecting, collating and recording statistical information required for the calculations of the performance, safety and efficiency of buildings.
- Undertake feasibility studies, provide cost estimates and cost advice for alterations and minor improvement works and minor capital projects.

PHYSICAL SKILLS

- Highly developed physical skills, accuracy is important but no requirement for speed – required for manipulation of fine tools or materials, such as calibration tools required for decontamination.

PHYSICAL EFFORT

- A combination of sitting, standing and walking with little requirement for physical effort – some requirement to exert light physical effort for short periods within the working day.

MENTAL EFFORT

- Frequent requirement for concentration when producing reports, analysing data etc. where the work pattern is unpredictable.

EMOTIONAL EFFORT

- Occasional exposure to emotional or distressing situations, potentially when dealing with staff i.e. disciplinary's etc. and contracts with external contractors etc.

WORKING CONDITIONS

- The post holder will be required to visit sites throughout the trust on a regular basis.
- Occasional exposure to unpleasant working conditions, e.g. dust and dirt on site, noise etc.
- Frequent VDU use.

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.

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.

PERSON SPECIFICATION

Job Title	Senior Operational Engineer
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING A minimum of degree in an Engineering discipline or other equivalent qualification, plus specialist knowledge acquired through post-graduate courses and experience to masters equivalent level.	E	
Member of or working towards membership of one of the professional institutes that is recognised by the NHS.		D
Management qualification to Post Graduate Level.		D
NHS Estates Health Technical Memorandum specialist training.	E	
Management Health & Safety Qualification. (IOSH).	E	
Full UK Driving License to be able to drive Trust vehicles.	E	
KNOWLEDGE/SKILLS In-depth knowledge and practical application of building construction, building and engineering services maintenance, design and technology.	E	
Knowledge of building construction and engineering services maintenance, design and technology.	E	
Sound knowledge of health and safety matters relating to the estate and a broad understanding of statutory and mandatory requirements and procedures.	E	
In-depth knowledge and understanding of NHS Estates HTMs.	E	
Good knowledge of project management techniques.	E	
Understanding the need for risk assessment and its application in the context of managing risk.	E	
Good budgetary and financial management skills and is able to work within time and cost constraints.	E	
Computer skills in respect of office and bespoke estate management software.	E	
Knowledge and understanding of the application of NHS Estatecode and other appropriate NHS guidance.	E	
The ability to carry out supervisory management, development and training of in-house staff.	E	
Ability to negotiate with senior managers in Estates matters.	E	
Computer literacy.	E	

EXPERIENCE Good and continual experience in mechanical and electrical services in an NHS Estates environment. Good and continual experience with proven ability in management in a building services related environment. Experience in managing and delivering projects through the use of multi-disciplinary teams. Good experience of the procurement of works and services.	E E E E	
PERSONAL ATTRIBUTES Good leadership, highly motivated with good interpersonal skills and with the ability to motivate and negotiate with people at all levels. A 'can do' attitude in relation to providing a high-quality responsive service. Able to work on own initiative and make appropriate decisions and good problem-solving skills. Ability to prioritise workload. Ability to work under pressure, supervising and resolving unforeseen events and emergencies. Ability to work alone or as part of a team. Ability to learn new skills.	E E E E E E E	
OTHER REQUIREMENTS The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required.	E E	

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