

JOB DESCRIPTION

JOB DETAILS	
Job Title	Capital Projects Officer
Reports to	Head of Capital Projects (Eastern)
Band	Band 7 (subject to consistency checking)
Department/Directorate	Estates & Facilities

JOB PURPOSE
Responsible to the Head of Capital Projects to manage the feasibility, design, construction and project management of all Capital projects across Eastern sites to take lead responsibility for the services engineering input to Capital Contracts, major and minor works inclusive of all Back-Log requirements. 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 Royal Devon and Exeter Hospital and twelve Community hospitals. To ensure all legislation, guidance notes and HTM's relevant to the Facilities Directorate are understood, implemented and monitored. To give assurance to the Head of Capital Projects 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. To work with the Head of Capital Projects to ensure efficient management policies and communication plan is in place. To work with the Head of Estates to ensure that 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. To provide the Head of Capital Projects with professional and technical engineering advice and information as required. To act as the champion for sustainable development and energy efficiency in relation to capital projects. To act as Trusts Authorised/responsible officer for a range of services including: • Pressure systems • Piped medical gases • Electrical high voltage • Low voltage To participate on the Estate's on-call rota.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
To manage a range of major and minor capital and works schemes as delegated by the Capital Operations Manager. To manage the development of the project brief with the end users and to ensure sign-off. To appoint, instruct and manage external consultants and contractors, ensuring that formal documented briefings have taken place and all work is reviewed.

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

To ensure that mechanical and electrical engineering installations are designed in accordance with all relevant legislation and guidance achieving the highest possible standards and value for money.

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

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

To liaise closely with colleagues within the Facilities Department on capital schemes as required
To maintain project files for all schemes.

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

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.

The postholder may be requested to do other work within the competence of the postholder.

KEY WORKING RELATIONSHIPS

Areas of Responsibility:

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 Facilities team.

No. of Staff reporting to this role: 0

Develop and maintain strong links with Trust Directors, senior Trust management, matrons and ward managers, Department of Health, Estates advisors, Health & Safety Executive and other external agencies, in order to facilitate communication, good working relationships and the efficient flow of information.

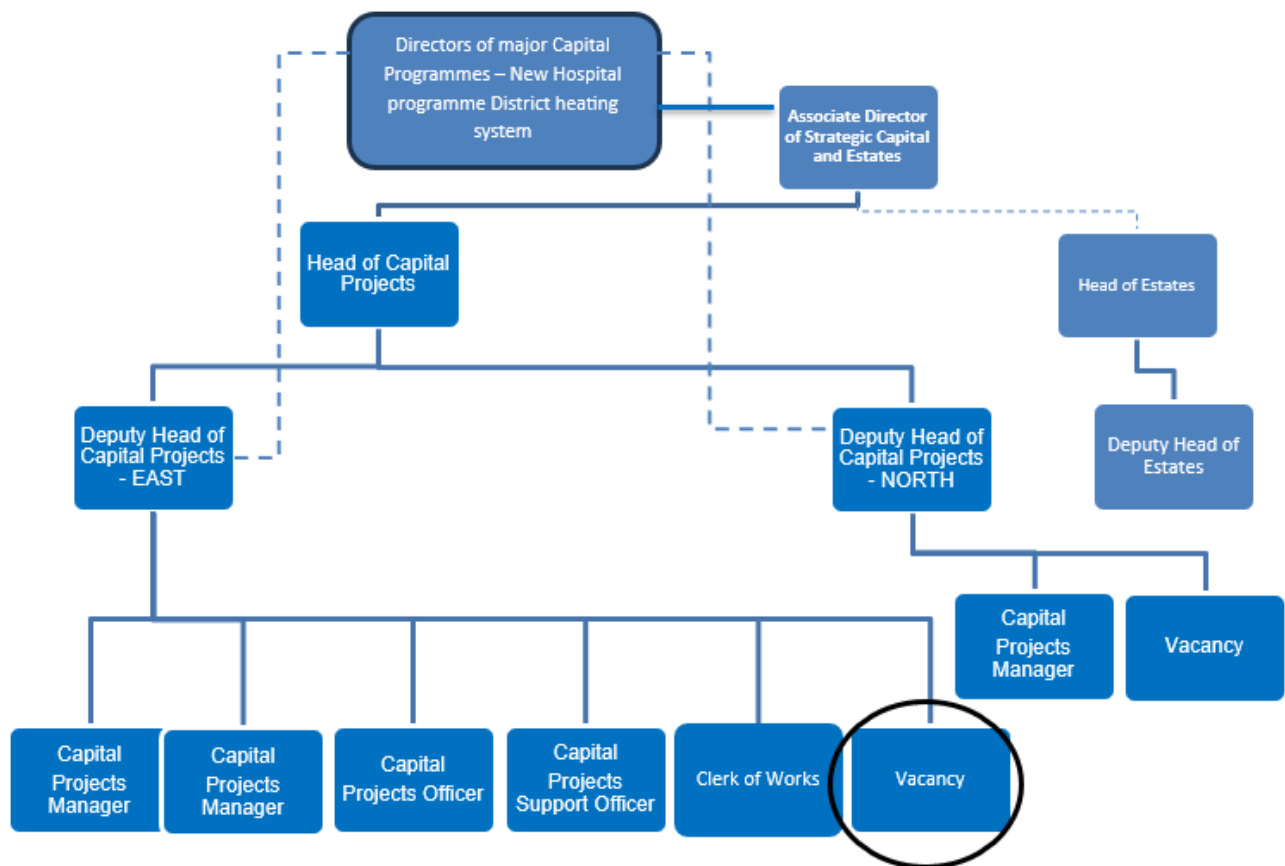
The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media. In all instances, this shall be carried out in line with the Trust's Visions & Values with particular adherence to excellence, integrity and support.

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

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
• Trust Directors • New Hospital Programme • 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	• Health & Safety Executive • Estates/specialist advisors • NHS Property services • Local planning departments • Government agencies • Contractors • External auditors • Patients/visitors to the site • Other external agencies

ORGANISATIONAL CHART



FREEDOM TO ACT

- The post holder will have autonomy in the delivery of their areas of responsibility and for their professional actions.
- The post holder will work within broad occupational policies and procedures, exercising judgement in their day-to-day application to support the delivery of service objectives.
- 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.

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 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.

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.
- Work with relevant clinical directors to involve the clinical services affected by the project implementation plan. Plan multi-stranded capital projects, many of which are ongoing, complex – and inter- related.
- Supporting the line manager with the interpretation of legislation and regulations and development of long-term strategic estates plans to implement objectives.

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 assist patients/clients during incidental contact.

POLICY/SERVICE DEVELOPMENT

- Act as the Trust's nominated responsible person for asbestos management, leading the development, implementation, review and ongoing improvement of asbestos policies, procedures and long-term strategic plans to ensure compliance and effective risk management across the Trust.
- Lead the development, implementation, review and audit of policies, procedures and service improvements to enhance quality, maintain statutory compliance and deliver value for money across the Estates and Capital services.
- Provide specialist advice on the application and implementation of policies and procedures, ensuring compliance and supporting service development initiatives.

- Support the development, implementation and continuous improvement of policies, procedures and service developments within the Capital Team and wider Trust, ensuring organisational objectives and service standards are achieved.

FINANCIAL/PHYSICAL RESOURCES

- Manage estates delegated budget and procures physical assets and selects suppliers, for allocated building and service disciplines.
- To monitor and manage delegated budgets for individual capital schemes.
- To determine and recommend suitable procurement routes in accordance with trust Standing Orders and SFI's, complying at all times with these documents in relation to the management of schemes.
- To authorise payments to contractors within delegated limits, ensuring the management of quality with payment.
- Responsible for selecting suppliers or authorising purchases, considering cost, quality, delivery time and reliability.

HUMAN RESOURCES

- The post holder will provide day to day supervision as required, included work allocation, review and monitoring of contractor staff.
- 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 relationships across the department, interpreting CAD drawings and technical information to support project planning and service delivery. Maintain comprehensive records within the Estates Investment Plan, Compliance Register, Backtrack and other systems, and regularly collate, analyse and present complex statistical, performance and compliance information through reports produced several times per week to support assurance, governance, service planning and strategic decision – making across the Estates and Capital service.
- 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

- Advanced IT keyboard skills required for preparing reports and technical drawings using specialised digital programs.

PHYSICAL EFFORT

- Frequent walking across Trust sites may be required during a shift.
- 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 response to the demands of multiple concurrent projects, often reprioritising works at short notice to address urgent operational, compliance and project – related issues. The post holder works within an unpredictable environment, managing interruptions, responding to emerging risks and adapting to changing service priorities and stakeholder requirements.

EMOTIONAL EFFORT

- Exposure to emotional or distressing circumstances are rare.

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)

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 (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

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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 & Exeter, 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 Officer
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Requirements	Essential	Desirable
QUALIFICATIONS/ SPECIAL TRAINING		
Qualified to BSc (Hons) level in engineering, building, surveying or other relevant suitable qualification or equivalent experience	E	
To be a chartered member of your professional body	E	
Demonstrate knowledge of HBNs and HTMs	E	
Post graduate qualification in Project Management, General Management or Facilities Management. Or equivalent experience	E	
Working knowledge of RIBA plan of work.	E	
KNOWLEDGE/SKILLS		
Highly developed specialist knowledge across the range of work procedures and practices within Healthcare, combined with theoretical knowledge and relevant practical experience.	E	
Detailed knowledge of construction and refurbishment, including design, project management, planning, site supervision and contract administration.	E	
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.	E	
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.	E	
To have excellent skills in structured planning and resource management, including budgetary management.	E	
Detailed knowledge of contract law and its application in risk reduction for the Trust.	E	
Working knowledge of BREEAM healthcare	E	
EXPERIENCE		
Experienced lead in Capital Projects with proven technical ability, construction management knowledge and experience managing capital projects at a senior level.	E	
Experience of Healthcare Estate Management including Maintenance and Facilities.	E	
	E	

Experienced in the interpretation and dissemination of the complexities of NHS guidelines to medical staff, senior managers and construction professionals. Experience of undertaking audits and surveys, producing professional reports and making evidence – based recommendations.	E	
PERSONAL ATTRIBUTES		
Reliability and Flexibility, able to contribute to changing demands of the service.	E	
To be able to manage and resolve conflict through negotiation and interpersonal skills or the application of law as required.	E	
OTHER REQUIREMENTS		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required	E	
Will be expected to access all areas of the buildings and carry out site inspections on construction sites.	E	
Will be expected to participate in the Estates Management on call team	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	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, 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		Y		
Noise (over 80dBA)	Y		Y		
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				Y
Heavy manual handling (>10kg)	Y		Y		
Drive	N				
Food handling	N				
Night working	Y		Y		
Electrical work	N				
Physical Effort	Y		Y		
Mental Effort	Y				Y
Emotional Effort	Y		Y		
Working in isolation	Y		Y		
Challenging behaviour	Y		Y		