

## **The Newcastle upon Tyne Hospitals NHS Foundation Trust**

### **Job Description**

#### **1. Job Details**

**Job Title:** Senior Specialist Engineer (Mechanical)

**Band:** 8a

**Directorate:** Estates

**Base:** Trust-wide

#### **Essential Requirements**

- Educated to degree level or equivalent experience
- Extensive post qualification experience/specialist knowledge of Mechanical Engineering services to Masters Level
- Highly developed specialist knowledge of Estates management, at a senior level as found in large acute teaching hospitals achieved through extensive experience and attending specialist training courses
- In-depth understanding of Hospital policies and procedures and operational activities
- Excellent communication skills
- Mechanical engineering services background
- Hold a full UK driving license



#### **Desirable Requirements**

- Membership of professional body
- Theoretical knowledge of other healthcare practices in NHS Alerts, building practices and specifications, engineering issues, hospital technical memorandums, health building notes, health facilities notes, planning permission, building control, transport etc
- Management certificate
- Demonstrate sound man-management skills

#### **2. Job Purpose**

- In conjunction with Estates Manager Operations (higher) and the Senior Building Officer the post holder will be responsible for the formulation and implementation of efficient and safe operation and maintenance of all Estates elements within the Trust
- Will provide senior managerial role for the strategic development of Estates engineering elements, including capital/backlog for both short and long term
- Work to Trust standing financial orders and estates financial procedures
- Attend/chair meetings; liaise with colleagues re operational issues
- To participate in the Estates out of hours “on-call” emergency service

- Manage all Estates engineering staff, specialist contractors and consultants under his or her control
- Ensure 24 hour cover for site services
- Deputise for the Estates Manager Operations (higher) as required

### **3. Dimensions**

- Ensure patient safety is never compromised by failure of engineering service
- Responsible to ensure all appropriate standards and specifications are adhered to and managed effectively
- Liaise with external statutory bodies, i.e. Department of Health, NHS Estates, Building Control, Environment Agency etc
- Gives specialist Estates advice to the Trust
- Regularly undertakes audits and equipment testing

### **4. Organisational Arrangements**

**Reports to:** TBC

**Accountable to:** TBC

**Responsible for:** TBC

### **5. Knowledge, Training and Experience**

- Professional theoretical and practical knowledge gained through post graduate courses and experience to Masters Level for a range of highly specialised services associated with building services.
- Must have highly developed specialist knowledge of Estates management, at a senior level as found in large acute teaching hospitals achieved through extensive experience and attending specialist training courses
- Must have understanding of specialised practices, policies and procedures some of which are highly specialised to specific Estates engineering facilities.
- Act as Authorised Person in an appropriate discipline/s in accordance with the current HTM's.

### **6. Skills**

#### **Communication and Relationship**

- Ability to communicate various levels of staff within the organisation on estates related issues. Typically:
  - Directors of Services
  - Directorate Managers
  - Senior Medical and clinical staff
  - Heads of Departments and Ward Managers
  - Estates Department colleagues
  - External agencies
- Provide and receive complex communications from various sources, including colleagues, specialist advisors, contractors, suppliers and other external organisations on various estates related issues

- Communicate technical information to non-technical staff, some of which may be complex, and where there may be barriers to understanding.
- Provide/receive routine and non-routine information some of which is complex in oral, written or electronic form
- Ability to negotiate with contractors, suppliers for the provision of goods and services in association with the management the engineering assets.
- Experience in negotiating change management issues with staff side representatives generally or more specifically where changes can be become contentious.
- Provide a positive approach to industrial relations to include appropriate forums for staff to express their views and maintain effective liaison and cooperation with staff organisations and Trade Unions, and Personnel Department
- Ensure management support and advice is provided to the estates engineering staff through the Trust's appraisal system.
- Provide advice and instruction to all staff regarding Trust policies and procedures
- and ensure the department adheres generally to policy and in particular HR policies.
- Ensure that the engineering staff are adequately trained and that review mechanisms are in place for keeping training of staff up to date and current.

### **Analytical and Judgemental**

- Assess, analyse, interpret using own judgement and decisions on highly complex Estates and operational issues, including technical, financial, programmes of work, guidance/standards
- Exercise judgement and make assessments where there is a range of options and components to be considered and assessed in relation to a variety of Estates issues which are highly specific and complicated and will impact upon patient care as well as finance and Trust operations
- Expected to make decisions and judgements where there are a range of options including when on call, dealing with emergency/urgent situations
- Give expert advice on a range of Estates and operational issues

### **Planning and Organisational**

- Develop plans for the maintenance programme to address high risk backlog that impact across a range of clinical areas and departments as part of the Trust 10 year estate strategy
- Post holder will be responsible for developing planned maintenance programmes as part of the annual maintenance plan, which involves monthly planning of statutory and mandatory maintenance of a multitude of engineering systems.
- Play a key role in developing the project plans for the upgrade and refurbishments schemes included in the Trust's annual capital.
- Ability to adapt plans in response to changing and unforeseen circumstances that occur during the planning and implementation phases of the various activities and projects under the post holder's control.

### **Physical**

- Use necessary , test equipment and surveying equipment where developed skills and accuracy are essential in accordance with Trust policies and procedures
- Advanced keyboard skills/IT skills including use of Autocad and design software systems, technical drawings
- Generally physically fit capable of carrying surveying equipment

## **7. Key Result Areas**

### **Patient and Client Care**

- Will frequently be expected to provide expert non-clinical advice of a technical and operational nature to Senior Managers and Staff in the Trust which directly impacts upon patient care
- Must ensure patient comfort and dignity is never compromised
- Part of quality assurance team for inspecting facilities providing advice on facilities and services to comply with national standards and guidelines in both patient and non-patient areas

### **Policy and Service Development Implementation**

- Responsible for the practical implementation of Trust-wide policies.
- Responsible for implementing a range of new and revised policies, and participating in working parties to develop new policies.
- Responsible for developing and implementation of procedures and policies for specialised estate engineering services and ensure they are effectively managed.
- Will lead and participate on working parties proposing policy changes and reviews in relation to major policy implementation for Estates services.

### **Financial and Physical Resources**

- Responsible for the procurement service contracts for, operation, repair and maintenance of equipment, machinery and engineering services throughout the Trust. This includes a wide range of complex and expensive equipment and services
- Purchase of physical assets, many of which are of high value
- Responsible for the selection of suppliers for goods, materials and services
- Authorised signatory for invoices
- Authorised signatory for orders and expenditure for materials, contract work and services
- Responsible for following Trust's standing financial instructions, i.e. MTC, tendering process etc

### **Human Resources**

- Line Manager for all engineering staff and specialist contractors / consultants on a specific site
- As line manager is responsible for managing the departmental workload, allocating blocks of work or responsibilities to various relevant resources
- Ensure adequate training is facilitated for new staff, other employees and apprentices.
- Ensure Estates and Trust Induction programmes effectively delivered to all the Trust's new starters and contractors
- As line manager carries out recruitment procedures, appraisals, disciplinarys and grievances
- Responsible for the training and development of all staff, including technical, non-technical, statutory regulations etc

### **Information Resources**

- Occasional requirement to use various software packages to create a range of technical and non-technical reports, drawings and information

- Occasional use computer software including Estates WIMS to create reports and CAD to produce drawings and diagrams
- Regular use of specialist software for fire, security and access control systems

### **Research and Development**

- Take part in Trust surveys and audits as required
- Regularly test/trial new technology and equipment

## **8. Freedom to Act**

- As lead specialist the post holder uses own initiative for decision-making in relation to technical, managerial, financial and operational matters
- Instant decision making in emergency situations and freedom to communicate decisions to colleagues
- Ensures all work carried out to highest professional standards as identified by Building and Health and Safety legislation, HTM's HBN's, Codes of Practise etc
- Works unsupervised, guided by broad occupational policies, protocols and procedures but has freedom to act within set parameters. Guidance may be provided by senior managers and external agencies
- Post holder will decide how to achieve expected results guided by broad operational policies

## **9. Effort and Environment**

### **Physical Effort**

- The post is primarily office based, combined with regular departmental and Trust wide meetings.
- Frequent requirement to exert light physical effort, e.g. walking around the site, working in cramped conditions including at heights/service ducts/plant rooms
- Frequent requirement to use keyboard/VDU

### **Mental Effort**

- Frequent requirement to concentrate whilst checking Estates, operational and Trust complex documents, analysing technical information and testing equipment
- Occasional requirement to concentrate for long periods whilst undertaking commissioning and testing of highly specialised services and equipment
- Frequently deals with Estates and operational day to day and out of hours emergencies and interruptions to work resulting in an unpredictable work pattern

### **Emotional Effort**

- Expected to deal with serious incidents i.e. fire, loss of power, oxygen, water and essential services, weather-related incidents, i.e. floods, storms, snow, all of which affect service delivery
- Undertake work in environments where staff, visitors and patients may exhibit challenging and threatening behaviour
- Frequent direct exposure to distressing and emotional circumstances (including disciplinaries, grievances and personnel ((personal)) matters), and conflict with contractors

- Occasional indirect exposure to distressing or emotional circumstances when attending incidents, accidents or clinical situations

### **Working Conditions**

- Occasionally exposed to dust, smell, substances requiring COSHH assessments, noise, inclement weather and working in confined spaces and at height
- Potential exposure to verbal aggression
- Occasional exposure to bodily fluids and noxious fumes
- Exposed to elevated temperatures in plantrooms for extended periods
- Exposure to highly unpleasant working conditions (sewerage blockages, pest control, noxious fumes etc)

Agreed: ..... (Post Holder) Date: .....

Agreed: ..... (Manager) Date: .....



**The Newcastle upon Tyne Hospitals NHS Foundation Trust**

**Person Specification**

**JOB TITLE: Senior Specialist Engineer (Mechanical)**

**BAND: 8a**

**DIRECTORATE: Estates**

<b><u>REQUIREMENT</u></b>	<b><u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job</b>	<b><u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job</b>	<b><u>ASSESSMENT</u></b>
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent experience</li> <li>Extensive post qualification experience/specialist knowledge of Mechanical Engineering services to Masters Level</li> <li>Hold a full UK driving license</li> </ul>	<ul style="list-style-type: none"> <li>Membership of professional body</li> <li>Management certificate</li> </ul>	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Mechanical engineering services background</li> <li>In-depth understanding of Hospital policies and procedures and operational activities</li> <li>Highly developed specialist knowledge of Estates management, at a senior level as found in large acute teaching hospitals achieved through extensive experience and attending specialist training courses</li> </ul>	<ul style="list-style-type: none"> <li>Theoretical knowledge of other healthcare practices in NHS Alerts, building practices and specifications, engineering issues, hospital technical memorandums, health building notes, health facilities notes, planning permission, building control, transport etc</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate sound man-management skills</li> </ul>	
<b>Values / Behavioural / Attitudes</b>	<ul style="list-style-type: none"> <li>Provide a positive approach to industrial relations to include appropriate forums</li> </ul>		
<b>Core Behaviours</b>	<ul style="list-style-type: none"> <li>Alignment to Trust Values and Core Behaviours</li> </ul>		

**CANDIDATE:**

**REFERENCE NO:**

**SIGNED BY:**

**DATE:**

**DESIGNATION:**