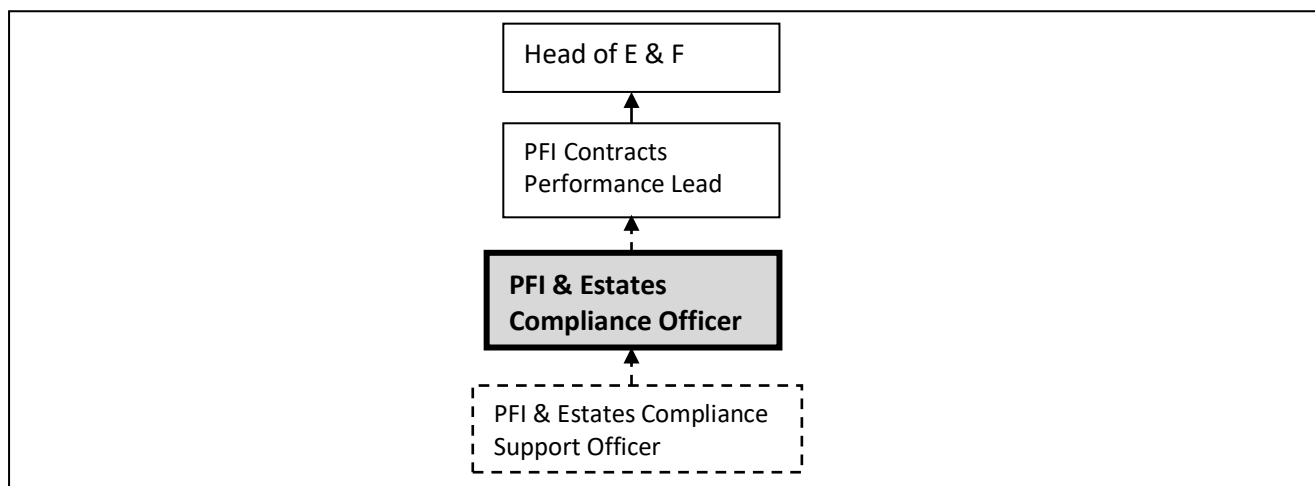


JOB DESCRIPTION

POST TITLE:	PFI & Estates Compliance Officer
BAND:	AFC band 6
DIVISION:	Estates and Facilities
BASE:	The post holder may be required to work at any of the Trust establishments at any time throughout the duration of their contract
REPORTS To:	PFI Contracts Performance Lead
RESPONSIBLE TO:	Director of Estates and Facilities

ORGANISATION CHART



JOB SUMMARY

The post holder will Support the Estates & Facilities Management Team in continuously improving PFI & estates contractual compliance with statutory requirements across all Trust sites. They will be responsible for monitoring and analysis of risks and performance of the Trusts PFI Contracts. They will ensure that all services associated with the PFI contracted properties are meeting the obligations and responsibilities defined under the Project Agreement. They will work as an integral part of the Estates management team to assist in improving value for money, statutory and mandatory compliance across all Trust sites. Their duties will include planning, organising and managing compliance audits. They will also manage projects ranging from statutory compliance works, minor capital or revenue funded projects, life cycle and passive fire protection improvement programmes. They will ensure all projects comply with CDM regulations and safe working systems are deployed by estates and facilities workforce and contractors working on the Trust's diverse Estate. They will review procedures and working practices and help develop policies to ensure compliance with relevant legislation, regulations, codes of practice, and technical guidance.

The post holder will support the management of the PFI Project Agreements and implement monitoring arrangements. They will provide monitoring advice to the PFI Contracts Performance Lead, Head of Contracting and Commercial Lead. They will be responsible for the PFI & Estates Compliance Support Officer and participate in On-call systems as required.

MAIN DUTIES

1. Communication and Relationship Skills

- Attend PFI Contract Management meetings, Payment Mechanism, Variation, Fire Stopping, Legal and planned works meetings as required.
- Develop a good working relationship with the FM Service Provider on all Trust PFI maintained sites.
- Pro-actively co-ordinate and communicate programmes of emergency, reactive, or planned, maintenance, and coordinate such activities across the Trust within agreed timescales or planned schedules.
- Co-ordinate and communicate with specialist maintenance contractors, consultants, statutory bodies, PFI and project contractors.
- Interpret technical manuals, fault diagnosis and communicate technical knowledge or information to other staff.
- Actively participate and contribute to Trust service development groups and Estates decisions.
- Provide professional engineering building services advice and support to other members of Trust Capital team, to assist in the design and implementation of new Capital works and refurbishment Schemes.
- Provide reports on compliance and project progress to the Estates Management Team on a routine basis.
- Develop close liaison with service user groups to gain a clear and full understanding of their service needs or proposals and assist by providing expert advice on estates legislative requirements and priorities.
- Maintain professional communication standards and a service that continuously strives to support service users.
- Act as the FM Company's point of contact for both revenue and major capital schemes on the PFI estate.
- Participate in Trust wide project groups when required.
- Attend designated divisional and Trust meetings as required and co-ordinate formal and complex project meetings.
- Provide training or health & safety inductions, where necessary, for staff and contractors working on projects.
- Advise and support the Senior Management Team and other departmental Managers on matters relating to Estate engineering building services and fabric.
- Liaise with Local Authority agencies i.e. planning, building control or Local power distribution network operators (eg. Electricity North West Limited) when necessary.
- Contribute to Estates led committees such as water safety, medical gases, Electrical Safety and asbestos management committees.

2. Knowledge Training and Experience

- Monitor and audit mandatory and statutory compliance requirements for Estates Engineering services and building fabric.

- Monitor and audit the work of a directly employed labour force and contractors, with the associated compliance records.
- Ensure maintenance procedures are carried out in accordance with Health and Safety at Work Act, Health Technical Memoranda (HTM), and all relevant statutory standards.
- Ensure local procedures comply with legislative requirements.
- Promote specialist estates knowledge within the team and demonstrate a forward-looking approach to improving building and engineering compliance of the Trust Estate.
- Provide specialist knowledge in relation to all site Electrical, Mechanical and Building services.
- Attend such training courses recommended by management, for developing personal skills and participate in personal development programmes.
- Develop and modernise the Estate service in order that best practice is adopted wherever possible.
- Ensure that any opportunities for service development are identified and recommendations are made to management for further evaluation and progression.
- Maintain awareness and advice on compliance and good practice that applies to statutory requirements.
- Maintain working knowledge of Health & Safety, Fire Regulations and Electricity at work Regulations.
- Work with the Trust Health & Safety advisor and all Estates & Facilities staff, to maintain safe environments for staff, patients and visitors to the Trust.
- Maintain awareness and promote energy management that focuses on reduced energy costs, improving efficiency and environmental performance on all Trust sites.
- Complete relevant training to act as the Trust's Senior Authorised Person/Responsible Person (AP/RP) or Technical Lead for any Estates' services such as MGPS, Water, Low Voltage, Ventilation, Lifts, Asbestos or Confined spaces in line with relevant HTMs or Approved Code of practice.
- Keep up with the latest innovations and working practices, by attending external Estates & Facilities workshops and seminars.
- Ensure continued Professional Development by attending courses held internally or externally in order to maintain the certification required in all areas of Statutory HTM compliance.
- Develop an understanding of the PFI Project Agreement.
- Develop an understanding and knowledge of PFI Hard FM procedures ensuring these are followed at all times.
- The post-holder will be expected to undertake training as required to develop their knowledge and skills for taking on additional duties and responsibilities in the future.

3. Analytical Judgemental Skills

- Monitor and audit the statutory and Approved Code of Practice (ACOP) documentation in accordance with the Health and Safety and contractual requirements.
- Monitor, audit and ensure that the PFI partners draw up and maintain an effective risk register for each of their respective site's which will then form an integral part of the Department/Trust risk register.
- Interpret technical manuals, carry out fault diagnosis and coordinate repairs of the Trust's building engineering services and facilities.
- Interpret Trust policy and procedure relevant to areas of work with particular emphasis on Health & Safety, security, asbestos management, safe water systems, Electrical Safety and waste management.
- Make recommendations and decisions based on analysis of a range of factors affecting provision of maintenance services and any impact on patient care.
- Assist in commissioning, new services and communicate technical information to others.

- Review completed service inspection reports, risk assessments, safety notices and compliance certification etc.
- Carry out the role of Internal Auditor in accordance with the Estates ISO 9001 Quality Assurance standards.
- Undertake Risk Assessments, incident investigations and develop operational procedures, across the Estate.

4. Planning and Organisational Skills

- Monitor and frequently audit the planned preventative maintenance system including the monitoring and reporting of maintenance efficiency and performance in relation to the Trusts responsibilities within all PFI properties.
- Manage Minor Capital Works schemes as delegated by the PFI Contracts Performance Lead; to include developing the service user brief, preparing specifications, and undertaking tender or quotations in accordance with current SFI's and Trust project management procedures.
- Plan and organise the delivery of emergency, reactive or planned maintenance and coordinate the planning of such activities across the Trust within agreed response times or planned schedules.
- Plan and co-ordinate the activities of the specialist maintenance contractors, consultants and suppliers.
- Provide and use the specialist knowledge of the estate to assist in pro-active planning of all elements of maintenance activity around patients and clinical activity.
- Ensure that all elements of maintenance activity are correctly co-ordinated and recorded on the relevant Permit to work system.
- Ensure safe working practices are maintained throughout the department and embedded in the planning of all tasks.
- Evaluate, organise and assign work duties to a range of staff and external contractors and monitor the work completed on the Trust's premises.
- Use electronic or manual Permit to work systems to record all day to day maintenance activity including that of external contractors.
- Ensure the standards of workmanship of the directly employed labour force, and external contractors remain acceptable and report any non-compliance issues.
- Improve standards and reduce revenue costs through the innovative application of new technology.
- Liaise with and manage contractors appointed to undertake project work, monitoring their performance standards and feeding back to the Capital, Estates & PFI Lead.
- Manage and monitor specialist contractors for the Trust to ensure safe working practices are maintained at all times in accordance with current Health and Safety legislation,
- Approve all relevant method statements, permit to work documentation, notification to work and ensure they are complied with.
- Effectively plan and organise the department's resources in line with the changing workload and service user requirements whilst ensuring that a safe and effective maintenance service is delivered.
- Manage, prioritise and organise emergency, reactive and planned maintenance or new projects as far as is reasonably practical, to ensure that there are no major service interruptions which could compromise patient care.
- Assist in developing plant replacement programmes.
- Undertake condition surveys or appraisals of buildings and engineering assets to ensure backlog maintenance liability forms part of the Trust's capital investment plan.

- Assist with the development of Standard Engineering service specifications or scope of work for project tenders prior to appointment of contractors.
- Develop a technical understanding of Procure 22 and Major Capital procurement processes including design and management.

5. Physical Skills

- There will be travelling required to carry out this post to coordinate estates services between the trust's multiple sites.
- Use of a vehicle and standard driving skills to travel between the various locations.
- Use of relevant tools and communication devices provided, to ensure a flexible and responsive service.
- Use of standard keyboard skills, handheld computers and wireless devices.
- There may be occasions that the post holder will have to walk the extent of the estates sites on more than one occasion during the course of a working day.

6. Responsibilities for Patient and Client Care

- Be responsible for ensuring that the environment is suitable and safe for patients, staff and visitors even though post holder would not be responsible for the direct delivery of care.
- Assist patients or clients during any contact on site.
- Be responsible for own safety and that of patients, staff or visitors who might otherwise be put at risk.
- Advice and work closely with the Emergency Preparedness, resilience & response (EPRR) Manager to ensure that operational risk is minimised and effective emergency contingency plans exist for the loss of major services at the various Trust sites.

7. Responsibilities for Service Development

- Develop networks in other NHS organisations to ensure that the Trust is continually working towards best practice in the operation of its PFI estate.
- Ensure that services provided by the Trust PFI partners are appropriate and continuously developed to contribute to the overall performance of the Trust.
- Ensure that monitoring arrangements for compliance matters are robust and transparent.
- Ensure that robust mechanisms are in place to regularly monitor performance against contractual requirements.
- Carry out regular detailed audits to ensure contractual and statutory legislation compliance.
- Participate in Trust wide initiatives designed to support clinical service delivery and patient care.
- Promote practices that meet the requirements of Trust policies and procedures including: - Fire Safety, Infection Control, Health & Safety at Work Act, Control of Substances Hazardous to Health (COSHH) Regulations and Manual Handling guidance and safe systems of work.
- Liaise with the Trust's Health & Safety officer, Fire Officer and Infection Control Team and ensure that maintenance activities are planned and carried out in accordance with current legislation.
- Undertake regular visits to wards and departments in conjunction with local heads of departments to ensure that the services provided by the Estates department or the PFI Hard FM contractor are satisfactory, identifying any areas for improvement.
- Responsible for reporting any accidents and defects with machinery, fabric and fittings in buildings in line with Trust incident management procedures.

- Implement Trust policies and procedures including: - Electric Safety Policy, Fire Safety, Infection Control, Health & Safety at Work Act, Control of Substances Hazardous to Health (COSHH) Regulations, Manual Handling guidance and safe systems of work.
- Review and implement changes to working practices to improve the Trust's FM maintenance and Estates service.
- Carry out any duties placed on employees by the Health & Safety at Work Act 1974 and all other statutory duties as appropriate.
- Ensure that all work is executed in full compliance with the Health Technical Memorandums, Department of Health Guidance, HSE Approved Code of practice, Trust Policies and Procedures.
- Assist in the development of Policies and Procedures.
- Ensure the delivery of a continuously improving service with acceptable levels of risk, being managed together with all appropriate documentation records, certificates and permits.
- Support the Estates and Facilities Department with the implementation of the Premises Assurance Model.

8. Responsibility for Financial & Physical Resources

- Contribute to monitoring the FM workforce, including productivity, eliminating waste and promoting effectiveness whilst keeping control of budgets, cost and compliance.
- Use electronic and manual systems to raise requisitions and purchase orders.
- Authorise purchase orders to contractors, suppliers, within delegated authority limits.
- Check invoices prior to payment thereby ensuring effective controls on goods and services that are utilised, by the Trust.
- Authorised signatory for the payment of contractor invoices in accordance with Trust SFIs.
- Act as Authorised signatory for installation, repair and maintenance of physical assets on the Trust Estate.
- Be responsible for maintenance of building or engineering assets for departments or service users.
- Ensure that all work undertaken by contractors is executed in full compliance with statutory requirements, and that equipment, methods of work and risk assessments are provided with maximum consideration for the health, safety and welfare of staff, patients and visitors.
- Ensure that the Trust is not exposed to the risk of litigation through actions or in actions of the workforce or FM contractors.
- Carry out feasibility studies and prepare outline costings for schemes with due regard to client briefs, service user needs and expectations, as requested by Capital, Estates & PFI Lead.
- Delegated responsibility for the planning of budgets to ensure maintenance and compliance is resourced correctly.
- Delegated responsibility for monitoring of the spend of Estates projects against allocated budget.
- Manage delegated major refurbishment project, risks as well as any financial constraints.
- Ensure final accounts are not settled until all work has been completed, inspected and approved.

9. Responsibilities for Human Resources

- Responsible for authorising holidays, absences, overtime, and time sheets for the PFI & Estates Compliance Support officer.
- Train others in relevant aspects of site safety and safe systems of work.
- Supervise, monitor, communicate with, and develop the maintenance and FM workforce.
- Assess and evaluate the quality of maintenance work completed.

- Participate in recruitment, supervision, induction and training of new starters, apprentices and maintenance staff.
- Management of staff including grievance, appraisal and sickness absence management.
- Provide cover for Estates & Facilities colleagues Trust wide in their absence, when required.
- Responsible for the day to day management of the PFI & Estates Compliance Support officer ensuring work related performance issues are addressed including disciplinary and grievance matters.
- Provide instruction and training as required to other officers, supervisors, craftsmen, maintenance assistants, apprentices, clinical and non-clinical Staff.

10. Responsibilities for Information Resources

- Provide data and relevant information to the PFI Contracts Performance Lead, Head of Contracting and Commercial Lead to allow continually and active benchmarking and performance monitoring of the PFI estate against other NHS organisations.
- Design and use Microsoft packages (spreadsheets and databases) to conduct effective performance monitoring and contractual correspondence.
- Provide relevant information and reports as required by services users in the Trust.
- Contribute to developing, implementing, and maintaining, the PFI Estate Database Systems including the PFI Variations, and all contractual records for the effective Management, of the PFI Contract.
- Improve the PFI variation project record keeping using the department's electronic systems where appropriate.
- Ensure that all elements of maintenance activity are recorded in the correct format.
- Oversee the day-to-day maintenance activities and ensure that all jobs reported through the helpdesk or other methods are recorded on the CAFM/Maximo system and response times are managed.
- Manage, manipulate and interpret Estates computerised data using Word, Excel and systems specific to the estates function, e.g. Payment Mechanism reports, Datix and others.
- Input data into the Datix system to ensure management reports are accurate and timely.
- Update CAD drawings as required when any design changes are made.
- Use communication devices provided, to share information and ensure a flexible and responsive service is provided to service users.
- Manage and interpret computerised financial management information specific to estates, facilities using Word, Excel, Access, PowerPoint, systems.
- Use the CAFM or Maximo system as a tool to assist in the monitoring of the FM service performance.

11. Responsibilities for Research and Development

- Assist in developing various reports and systems using data to improve Estates and PFI Hard FM performance.
- Participate in condition surveys of plant and equipment and undertake testing of new equipment where appropriate before it is accepted.
- Undertake research and evaluation of performance of plant, systems and equipment where necessary, before it is recommended for use on the Trust Estate.
- Use knowledge and appropriate technology solutions to support clinical service delivery and patient care.

12. Freedom to Act

- Meet the requirements of all Health and Safety regulations applicable to the Trust Estates and PFI Maintenance Services.
- Ensure all policies, procedures and practice relating to infection prevention and control is adhered to at all times and best practice is maintained.
- Escort contractors carrying out inspections, installations or remedial work within the Trust's estate, ensuring that they strictly adhere to the relevant policies and procedures complying with Health and Safety as well as Information governance requirements.
- Willingness to work out of hours as required by management – sometimes at very short notice.
- Employ a flexible approach to tasks whilst conforming to safe working practices at all times.
- Maintain a professional service that continuously strives to support service users.
- A pleasant professional attitude and dress code is required as service brings post holder into contact with a variety of staff and service users.
- As a member of the estates management team and specialist in a designated field, post holder will be expected to use their own initiative and act independently to achieve completion of tasks on time and within budget.

13. Physical Effort

- Participate in the Estates on call rota and be available within reason to manage emergency situations at short notice out of normal working hours.
- There is an occasional requirement to exert moderate physical effort. For example, lifting equipment, climbing ladders and access scaffolds.
- Respond to and coordinate estates emergency situations or service failures.
- Undertake relevant mandatory training and engage in the management of violence and aggression where necessary.
- There may be occasions when the post holder is required to continue after the normal working day and into the night to respond to breakdowns of engineering or building services to minimise disruption to patient care.
- There is a requirement to access any part of the Trusts estate to carry out visual inspections and supervise works including high level access and confined spaces.
- There is a frequent requirement to sit or stand in restricted position for a substantial proportion of the working time.

14. Mental Effort

- There is a frequent requirement for concentration to establish fault conditions on systems, plant and equipment.
- High levels of concentration for report writing, business cases, technical documentation and strategies, combined with complex work patterns and frequent interruptions to resolve issues.
- There is a frequent requirement for concentration where the work pattern is unpredictable.

15. Emotional Effort

- There may be occasional exposure to distressing or emotional circumstances. For example, patients who may be volatile, aggressive and possibly violent and who may have no control over their emotional state.
- Addressing and resolving sensitive and often stressful situations with regard to staffing issues and personal problems.

- The response to and management of breakdowns to the Estates services can lead to short intense periods of stress.

16. Working Conditions

- Occasional exposure to highly unpleasant conditions e.g. sewage, gases during the course of duties. Regular exposure to noise and high temperatures in plant rooms or boiler houses. All of which are to be managed in line with the relevant health and safety regulations and guidance.
- Occasional requirement to enter hazardous areas of specialist nature, including confined spaces, work enclosures, contaminated areas involving restrictive Personal Protective Equipment.
- Occasional requirement to work within, construction sites, encountering noise, smells, waste, heat and by products.
- There are periods when the post holder may be exposed to cold, hot, dirty wet and humid environments.

COMMUNICATION

- The post holder will be confident communicating with a broad range of Trust colleagues, stakeholders both clinical and non-clinical, contractors, local authorities.
- The post holder will be required to use verbal communication, use e-mail, provide written reports and use excel spread sheets and project plans.
- The post holder will be confident in communicating in different environments, e.g. 1:1, group meetings and in business settings.
- The post holder will be able to communicate technical information to various stakeholders including technical and non-technical staff.
- The post holder will require effective negotiation skills.

TRAINING AND DEVELOPMENT

- The post holder will complete all mandatory training required.
- The post holder will have an annual Appraisal where personal development plans can be agreed and training needs identified.
- The post holder will provide training to staff in areas where they have achieved competence.

ORGANISATIONAL RESPONSIBILITIES

- The post holder will work within all Trust Policies and procedures.
- The post holder will utilise record keeping / any other information resources / information Systems that are used within the Estates and Facilities function.
- The post holder will agree a work plan with the PFI Contracts Performance Lead on a Monthly basis.
- Contribute to the development of performance strategies and the implementation of improvement programmes, in accordance with the Directorate priorities.
- Post holder will be able to determine and meet targets, challenging and often conflicting deadlines
- Post holder will be able to make decisions and act on own initiative.
- Post holder will liaise with other Managers to share best practice.

PROFESSIONAL RESPONSIBILITIES

- The post holder will work within professional codes of conduct as required.

- The post holder will follow all Policies within the Directorate and guidance from the Health Technical Memoranda.
- Develop policies and procedures for the areas within their scope of responsibility.
- Ensure local policies and procedures are in place to address service specific needs.
- Contribute to the review and development of existing Policy and information management systems.

EMPLOYMENT ACTS AND CODES OF PRACTICE

All employees are required to comply with employment legislation and codes of good practice.

Equality and Diversity

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

Infection Control

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

Sustainability and Corporate Social Responsibility

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

Risk Management

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

Safeguarding

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

Data Protection Act

All members of staff are bound by the requirements of the Data Protection Act 1998.

Rules, Regulations, Policies, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

Training

Post holders are required to attend any relevant and mandatory training for the post.

Outside Employment / Outside Interests

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

Review of Job Description

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

STANDARDS OF CONDUCT

Conduct duties with regard to values underpinning the Trust's Vision *"to be widely recognised for providing safe, personal and effective care"*:-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

ACCEPTANCE OF JOB DESCRIPTION

I confirm I accept the duties contained in the above job description.

NAME:
(PRINT)

SIGNED:

DATE:

PERSON SPECIFICATION

JOB TITLE

Knowledge, Experience and Training required for the Post	Essential at Recruitment	Desirable/Developed within the Role	Measured By A – Application I – Interview P – Presentation T - Test
Qualifications	Degree or equivalent level of knowledge including HNC in Electrical / Mechanical Engineering property, construction, architectural technology, building surveying, building services engineering or asset management	Management or Supervisory Qualification. Relevant project management qualification.	A – Application I – Interview
Experience	<p>CIEH Health and Safety Certificate or equivalent.</p> <p>Management of buildings and building services.</p> <p>Management of statutory compliance by programming planned maintenance.</p> <p>Carrying out risk assessments related to Estates tasks.</p> <p>Evidence of significant expertise and knowledge acquired in an NHS estates environment</p> <p>Experience of working as a manager within the NHS/public sector</p> <p>Record of involvement in complex operational estate functions.</p> <p>Experience of managing delegated budgets and resources</p> <p>Experience of effective engagement and negotiation within a challenging environment.</p> <p>Strong leadership skills with evidence of previous leadership</p>	<p>Environmental Quality Auditing ISO9001 ISO14001</p> <p>Legionella Responsible Person certificate</p> <p>Asbestos Management Certificate</p> <p>LV Authorised Person</p> <p>Knowledge of Implementing financial, quality assurance and performance monitoring systems.</p> <p>Demonstrates evidence of innovation and improvement in implementing solutions</p> <p>Experience of working at a management position in a public/private sector environment</p> <p>Contract and project management experience</p> <p>Capital Projects experience.</p> <p>Experience using a CAFM system.</p>	A – Application I – Interview P – Presentation T - Test

	<p>role</p> <p>Proven work record of successfully managing risk to consistently achieve high standards and comply with statutory & mandatory requirements.</p>		
Knowledge and Skills	<p>Up to date specialist knowledge of Estates electrical / mechanical Services and their delivery</p> <p>Knowledge of building construction and maintenance.</p> <p>Knowledge of current legislation that relates to the field of engineering and building maintenance</p> <p>Knowledge of computer applications gained in an estate's environment</p> <p>A strong understanding of Facilities and their service delivery.</p> <p>An in-depth knowledge of the following: Electricity at Work Regulations 1989 ACOP L8 Control of Legionella. Management of Asbestos at Work Regulations.</p> <p>A comprehensive working knowledge of an Estates Helpdesk operation from job request to job allocation and prioritisation</p> <p>A working knowledge of computer applications gained within a Facilities environment.</p> <p>Ability to work effectively with and gain and retain confidence of clinical leads, managers, staff and partners.</p> <p>Experience of Team interdepartmental working and development of joint projects</p> <p>Excellent analytical and problem</p>	<p>A current understanding / appreciation of budgetary and performance management.</p> <p>Knowledge of the wider NHS</p> <p>Understanding of local and national initiatives that relate to Estates & Facilities</p> <p>Awareness of NHS plan and other initiatives.</p> <p>Working knowledge of a PFI Contract.</p> <p>Experience of BMS systems and practical experience of BIMs software;</p> <p>Ability to use MS Project, AutoCAD</p>	<p>A – Application I – Interview P – Presentation T - Test</p>

	<p>solving skills</p> <p>Ability to perform and deliver under pressure.</p> <p>Managerial and financial knowledge.</p> <p>Knowledge of information systems</p> <p>Advanced IT skills</p> <p>Good oral and written communication skills at all levels</p> <p>Computer literacy (Word Processing, Spreadsheets, databases, BMS, Maintenance Management System)</p> <p>Good working knowledge of Mechanical and Electrical Building Services, preferably in a health service or similar environment.</p> <p>Ability to liaise with client departments, contractors and external agencies.</p> <p>Ability to work to tight deadlines and prioritise competing deadlines.</p> <p>Ability to work as part of a team.</p> <p>Ability to lead, direct and motivate a multi-disciplinary Estates team working to deadlines.</p> <p>Ability to communicate at all levels of staff and clients/customers.</p> <p>Hold good influencing and negotiating skills and be able to develop and maintain good working relations with both internal and external stakeholders.</p>		
Leadership	<p>Ability to communicate at all levels</p> <p>Possess natural authority and able to gain respect from others</p> <p>Highly developed interpersonal</p>		<p>I – Interview</p> <p>P – Presentation</p> <p>T - Test</p>

	<p>skills</p> <p>Ability to negotiate and influence staff</p> <p>Ability to lead, manage and promote change</p>		
Communication Skills	<p>Able to initiate, develop and maintain relationships and networks with a wide range of individuals.</p> <p>Influencing, negotiating, and motivating skills.</p>		<p>I – Interview P – Presentation T - Test</p>
Personal Attributes	<p>Tenacious; demonstrates a good level of drive, enthusiasm, and stamina to achieve goals and see things through.</p> <p>Committed to a culture of continuous improvement and development</p> <p>Ability to work effectively in a complex and changing environment.</p> <p>Must be able to work under pressure and multi-task as well as manage a workload of competing priorities.</p> <p>Understands the need to deliver short-term priorities and achieve long-term goals (sense of balance).</p> <p>Degree of political awareness.</p> <p>Displays innovative and lateral thinking.</p> <p>High levels of personal integrity and loyalty.</p> <p>Intellectual flexibility that enables the reasoned assessment of a situation and the ability to draw pragmatic conclusions.</p> <p>Ability to deal with confidential issues in a professional and sensitive manner.</p>		<p>I – Interview P – Presentation T - Test</p>

	Must have an attention to detail.		
Other	<p>Must be able to work between different sites across the Trust.</p> <p>Must be able to work under own initiative and to motivate others.</p> <p>Must be forward thinking and implement solutions not barriers.</p> <p>Participate in Estates emergency on call service as required.</p> <p>Current driving license as you may be required to use your personal vehicle for traveling between Trust sites during your working day in accordance with Trust policy/procedure subject to Travel & Expenses.</p> <p>Requirement to work at any of the Trusts sites</p>		I – Interview

EFFORT FACTORS

PHYSICAL EFFORT

What physical effort is required for the job?	How Often?	For How Long?	What weight is involved?	Any mechanical Aids?
Sitting, standing, walking; some physical effort.	Daily	Long Periods of time 1-2 hours per day 1-2 hours	NA	NA
Sitting at PC	Daily			
Walking around departments/sites	Daily			
Accessing inaccessible/restricted areas	Monthly			

Is the job holder expected to sit / stand in a restricted position?	How Often?	For How Long?	What activity is involved?
No			

MENTAL EFFORT

Are there any duties requiring particular concentration?	How Often?	For How Long?
Frequent concentration, work pattern predictable Concentration for fault finding. Attendance at meetings	Frequently	1-2 hours Daily
Generates variations specifications	Frequently	
	Frequently	
Are there any duties of an unpredictable nature?	How Often?	For How Long?
Operational issues	Daily	1-2 hours

EMOTIONAL EFFORT

Does the job involve dealing with any distressing or emotional circumstances?	Direct / Indirect Exposure	How Often?
Exposure to distressing or emotional circumstances is rare/ occasional Deal with contractors, PFI partners and service user patient complaints	Daily	1 hour

WORKING CONDITIONS

Does the job involve exposure to unpleasant working conditions?	How Often?
Occasional unpleasant conditions Dust, heat from plant rooms.	Monthly