

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Job Description

Job Details

Job Title: Specialist Building Manager

Band: 6

Directorate: Estates

Base: Trust-wide

Essential Requirements

- Be qualified to Degree standard in a specialist building related subject or demonstrate equivalent knowledge gained through experience.
- Have comprehensive knowledge and experience to under graduate level in the service, maintenance, and repair of all building infrastructure and fabric including an in-depth knowledge of:
 - Building Regulations
 - Legislation covering a range of specialist technical areas including:
 - Health and Safety legislation and risk assessments
 - Fire Safety Legislation Inc. The Regulatory Reform (Fire Safety) Order 2005
 - Asbestos and hazardous / general waste regulations
 - Health Technical Memorandum and Health Building Notes
- In depth experience and knowledge of the building infrastructure and services found in an Acute Hospital setting.
- Must have a detailed understanding of the application of contracts with regard to the execution of both major and minor capital/revenue schemes and Trust standing financial instructions.

Job Purpose

- Responsible for the operational management and delivery of planned and reactive building maintenance tasks, minor and major refurbishment schemes and emergency response as required within a specialist acute healthcare estate.
- Day to day management of software and hardware systems used to plan and record the delivery of planned and reactive maintenance activities.
- Procurement, implementation and management of various Estates services and works contracts including comprehensive performance management against identified key performance indicators.
- Participation in the Estates Operational on-call rota , where the frequencies of on-call may change from time to time including on site attendance as required to provide emergency cover for the maintenance out of hours shift rota.
- Responsible for project management and delivery of maintenance and major revenue schemes, which may include engagement of relevant specialists for the design and installation of mechanical and electrical services.
- Liaise with all statutory bodies and local authorities and prepare, submit and process

any required applications to include development/production of all relevant designs, plans and documentation as appropriate to obtain their approvals. Incorporate environmental and energy efficiency systems within designs and manage their practical applications.

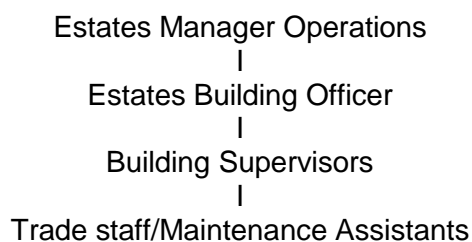
- Responsible for engagement and appointment of specialist consultants in the design and management of architectural/structural/construction/building maintenance services in all refurbishment, minor works and maintenance schemes from inception through to completion.
- Responsible for inspection, maintenance and repair of buildings and/or elements covered by legal national protection i.e. The Planning (Listed Buildings and Conservation Areas) Act 1990 and the Town and Country Planning (Tree Preservation) (England) Regulations 2012.
- Monitor quality standards of works in accordance with contract drawings, specifications, manufactures standard, professional and recognised standards of respective trades.
- Effective day-to-day management of the maintenance budgets working with the Estates Manager Operations (Building) to work efficiently within budget settings.
- Lead, manage and motivate multi-disciplinary building maintenance teams & contractors to fulfil works within time constraints & budget.
- Extensive knowledge of building construction methods and pathology to enable suitable inspection and diagnosis of defects and subsequent remedial work.
- Work with the Estates Manager Operations (Higher Level) to ensure there are robust safe systems of work and standard operating procedures in place and embedded within area of responsibility ensuring these procedures comply with various Legislative and Regulatory requirements.
- Ensure timely and accurate reports are produced and submitted as requested by the Estates Manager Operations (Building).
- Responsible for monitoring and developing the performance of building maintenance teams, identifying performance targets and providing regular reports on performance that recommend any required improvements.
- Providing regular highlight reports for compliance areas as required and from this work with Estates Manager Operations (Building) to establish and prioritise an annual work plan for areas of responsibility.
- Identify cost improvement opportunities and service efficiencies that may improve the organisation's operations.
- Ensure that identified risks and issues are addressed and mitigated or notified appropriately.
- To provide site building cover for Estates Manager Operations (Higher Level) Building during absence with assistance.

Dimension

- Support the Estates Manager Operations (Building) in the operational management/maintenance of the Trust Estate by ensuring that their areas of responsibility are maintained in a safe condition at all times. Where works are required to ensure that this is the case that these works are carried out in line Legislation, Regulation and all Approved Codes of Practise (Inc. Health Technical Memorandum and Health Building Notes) with the works managed to minimise the impact on the Operation of the site.
- Manage teams of technical craftspeople in the maintenance of, and emergency response to, complex building infrastructure which can include Building sub-structure and superstructure, structural elements and life safety systems (Passive Fire Protection) and varied external and internal finishes

- Operate to ensure that all activities are carried out in line with the Trust's Standing Financial Instructions to achieve best value for money.
- Carry out all duties, observing and using safe systems of working accordance with all Estates operational procedures.
- Liaise with clinical staff to ensure that the safety and dignity of patients is not negatively affected by works for which they are responsible.
- Provide specific technical advice to healthcare professionals on the impact of the building infrastructure and services on patient care.
- Be responsible for estates plant and building maintenance equipment, i.e. hand tools and department vehicles,
- Carryout building fabric and environmental inspections and audits, i.e. PLACE, (condition surveys) in support of Clinical Operations.

Organisation



Accountable: Deputy Director of Estates

Responsible: Estates Manager Operations (Building)

Knowledge, Training and Experience

- See essential requirements
- The post holder is required to maintain a programme of continual professional development (CPD) to ensure current best practice is achieved.

Skills

Communication and Relationship

- Be capable of discussing the impact of highly complex maintenance issues that may have a significant disruptive effect on clinical operations with a variety NHS staff, suppliers, contractors and partners.
- Be skilled at the presentation of detailed technical and complex information to large groups of staff in the Trust where there may be barriers to understanding, i.e. clinical staff, senior management and Estates staff.
- Have the ability to motivate a wide range of technical staff to achieve co-operation and support in meeting the requirements of statutory demands.
- Be effective at maintaining two way communications with all staff, irrespective of working pattern, and that staff involvement in decision making is positively encouraged.
- Have the skills required to negotiate and communicate with specialists and non-specialist contractors/agencies in the specification of contracts for works or service provision.
- Be capable of producing detailed written technical reports, specifications and drawings to an appropriate professional standard as required, and in compliance with legislative

and NHS guidelines.

Analytical and Judgemental

- Have the ability to interpret complex technical drawings and specifications and translate that information into an understandable/workable format for both Estates and clinical/nursing staff.
- Be able to exercise judgement across a range of specialist Estates issues, which may have conflicting demands.
- Have the knowledge to design and produce technical assessments and solution options for a range of Building/Estates related issues.
- Be capable of assessing and determining appropriate action when faced with highly complex or conflicting technical demands or requirements, such as the interpretation of technical results to make recommendations on the ongoing safe operation of buildings.(and environments)
- Be able to assess and determine appropriate action required, including in urgent and emergency situations without direct supervision when attending site as part of the technical building "on-call" system.
- Know how to undertake appropriate risk assessments and risk analysis for specialist services.
- Recognise potentially hazardous situations and be able to take appropriate corrective action.
- A developed understanding of professional and NHS relevant codes of conduct.
- Applies a structured approach in relation to the scope of the maintenance management for the Trust and demonstrates a proactive and enthusiastic approach to embedding this in practice within the maintenance department.

Planning and Organisational

- Have the ability to manage themselves and teams across multiple work streams in the delivery of planned maintenance and emergency response across a wide range of building disciplines.
- Be capable of planning and delivering complex planned maintenance plans across a range of building disciplines ensuring that all options are fully analysed, assessed and risks are understood and accepted by all involved parties.
- Have the ability to alter plans at short notice as new information becomes available whilst minimising the disruption caused by these changes.
- Be able to identify areas for improvement in terms of compliance and efficiencies within the maintenance function and develop implementation plans.
- Have an understanding of Standing Financial Instructions budgetary control and resource allocation procedures.
- Be capable of acting as project manager for Building & Estates work (inc. associated mechanical and electrical engineering) issuing instructions and delegating work to other professional Estates staff and specialist contractors as required. Be able to adjust and change plans according to changed priorities.
- Will have a knowledge and experience in the chairing of relevant technical and non-technical meetings.

Physical Dexterity

- Be experienced in the use of all necessary specialist tools and test equipment in compliance with Trust policies, procedures, and industry best practice.
- Have specialist knowledge of the use of ICT equipment (ie. Super users for CAFM system) and specific software Computer Aided Facilities Management, "AutoCAD", and other design software systems.
- To be able to work in confined spaces, at heights, or in adverse weather conditions in line with safe systems of work.

Key Result Areas

Responsibilities for Patient Care

- In order to minimise patient disruption, appropriate communication is undertaken, liaising with Clinical/Directorate Managers as required. When working on wards, the Post Holder constantly respects a patient's dignity and privacy, ensuring that the highest level of care and comfort is never compromised.
- The post holder is involved in giving non-clinical advice and guidance on a range of issues that may affect the patient's environment and care.
- Carry out occasional home visits to establish installation requirements to enable patients to carry out home dialysis.
- Responsible for ensuring that the patient environment is maintained in a safe and suitable condition.

Responsibilities for Policy and Service Development

- Identify areas for the improvement/development of the Trust building infrastructure relevant to the area of responsibility and provide detailed technical proposals as required which will impact across the whole Trust.
- Identify the need for, develop, implement and manage suitable Safe Systems of Work for their areas of responsibility in line with best practice.
- Author specific specialist technical policies, procedures and Standard Operating Procedures as required.
- To utilise, contribute, and develop Estates generated risk assessments appertaining to all work tasks.
- To take a proactive approach to the identification and assessment of all work activities and risks not covered by existing standards / documentation, and where necessary propose changes to existing working practices for the improvement of the Estates service.
- Provide continual professional development training for Estates related specialist activities including; passive fire protection i.e. Statutory fire door inspection, maintenance and repair/and installation of approved fire stopping details. E.g. Q-Mark, FIRAS etc.

Responsibility for Financial and Physical Resources

- Ensure that all works are managed in line with Trust Standing Financial Instructions
- Manage delegated budgets for the provision of maintenance and repairs to the Trust Estates.
- Assist in the procurement and management, of specialised contracts and services for the provision of maintenance and emergency response across the Estate for those areas for which they have responsibility.
- Assist in the development / setting of the Department annual budget through the forecasting of costs associated with specific areas of responsibility.
- Responsible for the identification and calculation of project budgets and expenditure profiles, including monitoring and reporting progress on all projects to the Estates Project management group.
- Recommend and select specialist contractors.
- Responsible for the raising of orders for authorisation and authorising invoices on completion of works.
- Support the Estates Manager Operations (Building) in the development of annual backlog investment and planned preventative maintenance programmes.

- Identify and agree priorities in connection with maintenance activities.

Responsibilities for Human Resources

- Manage Estates staff and contractors on day-to-day technical and HR issues (i.e. holiday requests and co-ordination, sickness absence and return to work interviews).
- Induct and manage contractors and visitors including the issue of permits to work inspection of risk assessments and method statements, and site operational rules and policies.
- Demonstrate / train new starters, other clinical and Estates staff and apprentices in specific/specialist building maintenance activities and duties. Act as a mentor to apprentices and other estates staff for specialised information.
- Recruitment of new staff including completion of recruitment documentation adverts etc. and arranging interview, appointment and inductions.

Responsibilities for Information Resources

- Completion and management of statutory and ACOP documentation, in accordance with the Estates operational procedures; including condition surveys, asbestos records.
- To record and manage accurate work information as required for the operation of the Estates Computer Aided Facilities Management (CAFM) system along with, all other relevant data management systems. To include the monitoring and reporting of maintenance efficiency and performance in line with the Department Service Level Agreement.
- Responsible for the design and development of specialist information including drawings, programmes of work and plans utilising the department's software systems.

Responsibilities for Research and Development

- Participate in internal and Trust staff surveys and audits as required.
- The post holder will undertake specialist technical surveys, audits and evaluations of all specialised Estates installations to ensure safe operation, improvement and infrastructure development.
- The post holder will regularly conduct condition surveys and audits of specialised building infrastructure and services to ensure compliance.

Freedom to Act

- Has the freedom to take action with own interpretation on a broad range of specialist building tasks.
- The ability to work under pressure to tight deadlines, especially during emergency / critical estates breakdowns and situations.
- Is able to undertake emergency repairs as and when necessary to ensure the ongoing safety of the site.
- Will work unsupervised and is able to take and justify decisions when required to do so ensure that all work is guided by the Estates operational procedures and working practices
- Report all untoward incidents or observations to the relevant senior Estates Management as appropriate.
- Will act as the Lead specialist in their specified areas of responsibility.

Effort and Environment

Physical Effort

- Undertake frequent long periods of sitting or standing at a desk / work station inputting / designing / drawing via a keyboard or producing technical reports
- Infrequently access and inspect under floor ducts, roof spaces, etc. using ladders and access equipment involving manual handling.
- Will access building sites/works area experiencing diverse on-site conditions.

Mental Effort

- Must be able to take and assess technical complex information including; legal technical assessments, building inspections, clinical environment audits, condition surveys. Frequent concentration required on detailed technical documents, test results, commissioning information and specifications.
- Due to the nature of the work (emergency response) the work pattern is frequently disturbed requiring a flexible and adaptable approach

Emotional Effort

- Undertake work in patient environments.
- Will action and investigate incidents and complaints where necessary communicating with patients and staff.

Working Conditions

- Occasional need to work in hazardous situations, particularly in connection with emergency incidents. Occasional need to work in plant rooms and service areas.
- Exposure to hazardous and highly unpleasant substances including high temperature, humidity, environments, heights, confined spaces and waste management incidents.
- Occasional need to work outside in inclement weather.



Signed:
(Post holder)

Date:

Signed:
(Directorate Manager or equivalent)

Date:

Person Specification**JOB TITLE:** Specialist Building Manager**BAND:** 6**DIRECTORATE:** Estates

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
Qualifications & Education	<ul style="list-style-type: none"> Be qualified to Degree standard in a specialist building related subject or demonstrate equivalent knowledge gained through experience 		
Knowledge & Experience	<ul style="list-style-type: none"> Have comprehensive knowledge and experience to under graduate level in the service, maintenance, and repair of all building infrastructure and fabric including an in-depth knowledge of: <ul style="list-style-type: none"> Building Regulations Legislation covering a range of specialist technical areas including: <ul style="list-style-type: none"> Health and Safety legislation and risk assessments Fire Safety Legislation Inc. The Regulatory Reform (Fire Safety) Order 2005 Asbestos and hazardous / general waste regulations Health Technical Memorandum and Health Building Notes In depth experience and knowledge of the building infrastructure and services found in an Acute Hospital setting. Must have a detailed understanding of the application of contracts with regard to the execution of both major and minor capital/revenue schemes and Trust standing financial instructions. 		
Skills & Abilities			
Values / Behavioural / Attitudes	<ul style="list-style-type: none"> Required to maintain a programme of continual professional development (CPD) to ensure current best practice is achieved. 		
Core Behaviours	<ul style="list-style-type: none"> Alignment to Trust Values and Core Behaviours 		

CANDIDATE:**REFERENCE NO:****SIGNED BY:****DATE:****DESIGNATION:**