

Person Specification

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Role: Capital Projects Program Manager

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| Qualifications | <p>Educated to MA Degree level or equivalent level of experience of working at a senior level in Building construction or Engineering services</p> <p>Evidence of post qualifying and continuing professional development.</p> <p>IOSH Healthcare (Risk & Safety Management) or NEBOSH general certificate (Construction).</p> <p>Management qualification.</p> <p>PRINCE 2 Practitioner or equivalent project management qualification.</p> <p>Extensive knowledge of range of specialist areas, acquired through post</p> <p>Graduate diploma or equivalent experience or training plus further specialist knowledge or experience to Degree level or equivalent.</p> |
| Knowledge | <p>Health service Capital investment and procurement procedures.</p> <p>Contracts for Building construction and Engineering schemes in order to ensure that all Capital and revenue schemes are carried out in accordance with industry and NHS requirements for robust contract control.</p> <p>A thorough understanding of fire prevention, building construction and services, fire safety legislation, Codes of Practice and Building Regulations.</p> <p>Sound knowledge of building legislation.</p> <p>A thorough understanding of the risk management process.</p> <p>Sound knowledge of HTM and HBN's.</p> <p>Knowledge of health and safety. Knowledge of safe systems of work.</p> |

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| Values | <p><i>Exhibits behaviours in line with Trust Values:</i></p> <p>Bold</p> <p>We are <i>inspiring</i> and <i>ambitious</i></p> <p>Every Person Counts</p> <p>We are <i>respectful</i> and <i>supportive</i></p> <p>Sharing and Open</p> <p>We are <i>open</i> and <i>speak up</i></p> <p>Together</p> <p>We are <i>inclusive</i> and <i>responsible</i></p> |
| Experience | <p>Significant Experience and knowledge of Estates operational management and project management in building construction.</p> <p>In depth experience in design, specification and negotiation of construction projects, Capital project management and administration of construction contract matters.</p> <p>In depth knowledge of NHS project management including procurement routes, and business case development.</p> <p>Experience in facilitating formal tendering processes including checking of specifications prior to tender initiation.</p> <p>Local authority, planning and building control guidelines – in order to process accurate and timely planning applications and building control approval applications in support of relevant Capital schemes.</p> <p>Understanding of RIBA stages</p> <p>Experience of working within a Healthcare environment.</p> <p>Leading and influencing in challenging circumstances.</p> |
| Skills | <p>Excellent numeric and analytical skills.</p> <p>Ability to make sound judgements and decisions involving highly complex facts and conflicting demands.</p> <p>Able to produce concise reports both financial and information based.</p> <p>Develop consistent expert communication with people on complex matters, issues and ideas and/or in complex situations</p> <p>Highly developed problem solving skills and ability to respond to sudden unexpected demands</p> |

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| | <p>Ability to interpret national and local guidelines. Able to interpret and act upon new guidance from NHS or Professional bodies.</p> <p>Drive and develop an environment and culture that improves health, safety and security</p> <p>Highly literate and skilled at report writing</p> <p>Ability to analyze complex facts and situations and develop a range of options</p> <p>Strategic thinking – ability to anticipate and resolve problems before they arise</p> <p>Ability to make decisions autonomously, when required, on difficult issues working to tight and often changing timescales</p> <p>Able to capture, manipulate and interpret complex data from a range of sources.</p> <p>Able to manage conflicting demands of departmental and corporate priorities</p> <p>Excellent organizational skills and prioritizing skills. Ability to manage own work program and to prioritize to deadlines</p> <p>Ability to set priorities for a team to ensure operational objectives are met within deadlines.</p> <p>Demonstrable capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly.</p> <p>Able to develop business plans and contribute to Trust-wide strategy and policy formulation.</p> <p>Excellent written and verbal communication skills</p> <p>Able to deliver and receive highly complex, sensitive or contentious information, negotiate with senior stakeholders on difficult and controversial issues including performance and change.</p> |
| | <p>Skilled in negotiation and influencing techniques including the ability to challenge and sense check others' positions constructively.</p> <p>Highly developed leadership and influencing skills with the ability to develop one self and others. Generate enthusiasm, motivate and involve individuals and teams.</p> <p>Ability to present complex and sensitive information to large groups of staff at all levels (board level to junior staff) both internally and externally and through a variety of media</p> <p>Advanced knowledge of IT systems, to include Microsoft suite of Excel, Access, Word and PowerPoint.</p> <p>Extensive knowledge of CAD drawing techniques</p> |

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| Other Attributes | <p>Flexible and adaptable to change to meet the needs of the service.</p> <p>The vision and focus to continually strive to improve the service for our patients is a key attribute for this, and any role at the Medway NHS Foundation Trust.</p> <p>Ability to work autonomously and responsibly.</p> <p>Identify and adhere to best practice</p> <p>Responsible for own professional actions and have sufficient autonomy for the delivery of the role.</p> <p>Able to interpret national and local guidance and to develop local policies to reflect these standards</p> <p>Effective organiser, influencer and networker</p> <p>Demonstrate flexibility to changing demands.</p> <p>Ability to cope with competing workload and tight deadlines/ urgent demands.</p> <p>Commitment to high standards.</p> <p>Self-motivated, Professional, calm and efficient manner.</p> <p>Ability to concentrate (paperwork / drawings / operational incidents) whilst working in unpredictable circumstances.</p> |
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