

Job Title	EFCD Estates Compliance Support Manager		
Agenda for change Band	7	Budgetary responsibility	Responsible for safe use of own equipment
Date Reviewed	03/11/2023	Management Responsibility	Trains new staff in own role

Job Summary

- a) To monitor, report and provide information and specialist guidance on all current and relevant legal and technical estates compliance, building related regulations, healthcare guidance and Trust policies.
- b) EFCD lead for auditing, monitoring, and reporting on estates statutory and mandatory compliance using the risk assessment tool (SCART), EFCD compliance dashboards and NHS England Premise Assurance Model (PAM).
- c) To monitor the estates elements of the SCART and PAM assessment process, development of actions plans, reports and technical validation of the safety hard domains of the PAM submission.
- d) Responsible for coordinating the overall day-to-day delivery of the EFCD risk governance, working with risk owners to manage risks on the Trust's risk register.

General Duties

1. To be a member of the EFCD compliance team.
 - a. Implementing the estates compliance priorities and objectives.
 - b. Working autonomously to plan and manage a demanding workload including day to day activities and programmes of work.
 - c. Deputising for the EFCD Compliance Manager when needed.
 - d. Undertake or provide independent support for recruitment, investigations or other activities across EFCD
2. To provide expert guidance on all matters relating to estates compliance.
 - a. Liaising with a range of external bodies to maintain a specialist level understanding of latest requirements and procedures.
 - b. Understanding and presenting highly complex and / or legislative information to staff and managers across the Trust and board level when appropriate.
 - c. Where necessary, challenging and influencing others to ensure compliance with relevant legislation, policy, and the range of working procedures undertaken across Estates.
3. To assess and monitor estates compliance across EFCD.
 - a. To be a key member on all estate's safety groups.
 - b. Develop, implement, and monitor an EFCD estates compliance audit cycle. Liaising with senior managers and teams to ensure mandatory and regulatory compliance is being tracked, monitored and KPIs are met at an operational level and agree appropriate steps to attempt to exceed these.
 - c. Lead on the PAM annual self-assessment process.
 - d. Monitor the continuous improvement on SCART compliance levels.
 - e. Monitor compliance of estates policies.

4. To update the EFCD risk register and record the mitigation of risks in a timely manner, identify and analyse issues of concern or non-compliance at the earliest opportunity, using judgement and analytical skills to provide management support to reach a resolution.

5. To report on EFCD estates statutory and mandatory compliance.
 - a. Bring to the attention of the Head of Estates Operational Maintenance any non-compliance or exceptions in a timely manner, identifying suitable mitigation measures and where appropriate identify issues for inclusion in the departmental risk register.
 - b. Lead on producing estates compliance reports for the Compliance and Governance Group.
 - c. Ensure all appropriate compliance records are being managed appropriately to ensure the safe and compliant management of the Trust's estate.
 - d. Where non-compliance identified, use judgement and expertise to compare available options to provide insightful recommendations to develop the policy or procedure and achieve sustainable compliance and/or service improvement.

Trust Values

All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values, every patient, every colleague, every day.

Each post holder is expected to ensure they live the values of:



PATIENTS FIRST



WORKING TOGETHER



ALWAYS IMPROVING

These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff, and partners in continuing to improve the experience people have using and delivering our services

Person Specification

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

Skills and competencies
Ability to learn and assimilate information quickly
Attention to detail
Collaborative approach
Communication
Coordination
Data analysis
Diplomacy
Influencing
Interpersonal skills
Organisational skills
Policy development
Record keeping
Report writing
Time management
Working autonomously

Qualifications, knowledge and experience	
Essential	Desirable
Degree (or level 6) qualification or equivalent level of knowledge and experience.	Healthcare building services compliance in NHS / healthcare setting.
IOSH Managing Safety or equivalent.	NEBOSH General Certificate.
Member of IHEEM/other with qualification to graduate level or equivalent level of knowledge and experience in building services.	
Relevant engineering, and/or engineering building services training including knowledge of Engineering, Construction Design & Management Regulations.	
Experience in developing and monitoring governance frameworks.	
Understanding of Health Technical Memorandums and UK standards, codes of practise, building regulations and all current relevant UK statutory legislation.	
Sound specialist knowledge of Legislation, Regulations, ACoPs and estates healthcare requirements.	
Experience in developing and managing audit programmes.	
Knowledge of computer aided facilities management integrated work management systems.	
Evidence of relevant continued development (CPD)	
Strong planning and organisation skills with the ability to prioritise competing demands and work within the bigger picture	
Able to provide and receive highly complex information in the form of policies, procedures, contracts, statistical data, space related information and drawings	
Able to research and develop new systems and methods of work, and positively manage change required to achieve improvement	
Able to analyse and compare a range of options and appropriately advise technical and non-technical staff	

Additional Information

This job description is designed to help post-holders understand what is expected of them in their role though, please note, it focuses upon the core requirements of the post. Other related duties within the employee's skills and abilities will be expected whenever reasonably instructed. The job description may be amended in consultation with the post-holder within the scope and general level of responsibility associated with the post. It is the post-holder's responsibility to ensure that they adhere to all Trust policies, procedures and guidelines relating to their employment, regardless of their position.

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast-moving organisation and therefore changes in employees' duties may be necessary from time to time.

Safeguarding

The Trust is committed to safeguarding children, young people, and adults at risk within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person, or adult at risk. The Trust will support you in this process by providing training, support, and advice. There is a Corporate Safeguarding Team who can be contacted for guidance, support, and safeguarding supervision. For children and adults, you should be aware of your responsibilities detailed in UHS policies and procedures and local safeguarding children and adult boards procedures.

Mental Capacity Act 2005

All staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.

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