

SINGLE CORPORATE SERVICES

ESTATES & FACILITIES

Job title:	Engineering Services – Senior Lead	To be completed by HR <i>Job Reference Number</i>
Reporting to:	Head of Projects	
Accountable to:	Head of Projects	
Pay Band:	8b	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

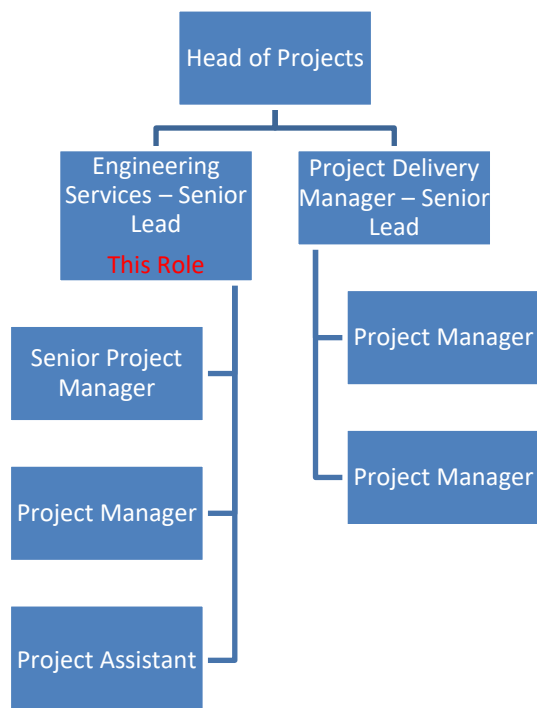
Job purpose

As the Engineering Services - Senior Lead you will be responsible for managing and providing technical support through complete project lifecycle from feasibility to completion on major and minor projects. Delivering projects within the framework of risk, sustainability and environmental considerations agreed at business case stage whilst maintaining focus on compliance, time, cost and quality.

Job summary

1. Deputise in the absence of the Head of Projects including representation on key governance committees and senior management meetings.
2. Ensure that new buildings and construction works meet current, health and safety, legislation and guidance including net zero/sustainability requirements.
3. Project manage major construction and technical projects, lifecycle works and departmental moves and changes, often in parallel and at different stages.
4. Deliver capital, commercial, lifecycle and revenue schemes, developments and variations within the PFI and the satellite sites, providing consistent high quality service levels, improved value for money, expenditure management and governance compliance management, to the agreed specification, managing time, quality and cost.
5. Provide link between projects and all technical stakeholders to provide continuity between design, construction and operation and maintenance.
6. Enabling projects to adhere to statutory requirements and all relevant healthcare guidance and legislation.
7. Represent the Projects Team on Safety Groups.
8. Line management of the Senior and Project Managers

Organisational Chart



Specific Core Functions

1. Technical

- a. Interpret and apply legislation, national and statutory requirements (Health Building Notes and Health Technical Memoranda etc.) to ensure all specifications and work fully comply with and maintain all aspects of statutory compliance, building regulations, construction design and guidance issued by building and engineering related professional institutes within projects and sector responsibilities.
- b. Review technical design information, providing constructive commentary to ensure that the design information responds to the briefing and Trust requirements. Ensure that all Technical Stakeholders (may include but not limited to Estates, FM, Infection Control, Health and Safety, Authorising Engineer(s), Fire and NHS Assure) have had the opportunity to review/comment on the proposals and document this.
- c. Represent projects team on safety groups as part of governance structure.
- d. Regularly utilise the services of external contractors, both on a fixed term contract and tendered basis (e.g. Professional construction services consultants, general and specialist building contractors)
- e. Provide specialist technical advice to key stakeholders within the Trust on the delivery of capital and property projects.
- f. Ensure the Health and Safety of staff during projects in conjunction with Health and Safety managers and local representatives ensuring documented evidence is available. Investigate accidents, incidents and complaints in conjunction with senior managers (e.g. Health and Safety), take appropriate action as necessary and monitor outcome, ensuring the Head of Capital and Property is informed.
- g. Ensure a robust technical commissioning plan and policy is in place and carried out for all for all projects. The commissioning plan will capture the wider Health and Safety, Risk, Governance and Compliance (Statutory and Mandatory), ensuring these elements are in

place at handover and where required derogations have been formally signed off and a formal snagging document is produced.

- h. Witness commissioning procedures, testing and working demonstrations for compliance with contractual documents. Inform the appropriate Project Managers of the outcome.
- i. Inform and support Project Managers on quality of commissions, testing and validation in addition to any issues.
- j. Undertake regular project site inspections to ensure and confirm quality standards of workmanship and materials are being met, linking with the appropriate project manager, and escalating to the Head of Projects as required.
- k. Provision of technical project information for inclusion into Deeds of Variation for PFI projects.

2. Capital Programme

- a. Be responsible for authorising expenditure and accountable for expenditure within allocated budgets in accordance with the Trust's SFI's.
- b. Provide technical advice and support to works not directly controlled by the post holder, through interactions with the project management team, trust staff, technical consultants, design teams contractors and specialists.
- c. Participate/lead Project Teams for scheme briefing planning, design, specification and delivery.
- d. Work with multi-agency and multi-disciplinary groups from different organisational cultures, facilitating co-operation between all parties.
- e. Undertake or supervise feasibility and design work for proposed development schemes that are often complex in nature.
- f. Prepare or commission contract documentation, schedules, drawings, and specifications for issue to tendering contractors, ensuring the correct preparation of the tender documents for issue and adjudicate the review and reporting of received tenders. Prepare or commission tender reports.
- g. Produce or commission budgetary spend profile analysis for approved schemes.
- h. Ensure works are completed in accordance with the agreed scope and to an appropriate standard in compliance with current legislation and relevant guidance.
- i. Undertake or ensure appropriate site inspection before and during the works. Ensure appropriate snagging is completed and completion documentation is provided.
- j. Author a monthly report in an agreed format on project progress for the Project Team.
- k. Provide support and advice on the formulation and implementation of capital policies.
- l. Oversee, deliver and advise on multiple projects running in parallel (depending on stage within the project delivery plans). It is expected that the specific projects managed by the postholder will change over time as the portfolio of work changes.

3. Finance

- a. Liaise closely with Head of Projects and Finance for on budget and cost forecasts ensuring underspend, overspends and project slippage are managed.

- b. Ensure Value for Money (VfM) for all projects and value engineering is considered and conducted where required. The post holder will ensure that they explore new modern methods of construction and inventive construction, bringing new techniques, procedures and project management methods to the Trust. The post holder will work with the Sustainable Development Team to work towards achieving Net Zero and sustainable development for building and maintaining (lifecycle) of Trust buildings.
 - c. The post holder has project control within set budgetary limits over the design, development and specification of new works, upgrades and modifications. Undertake budgetary and oversee detailed cost estimation for schemes using agreed schedules. Ensure fair budgetary and detailed quotations are received from consultants or contractors.
 - d. Support departments who may provide funding for service developments (through business cases) as required including feasibility work, surveying and sketch proposals. Advise Project Teams on likely budget costs for alternative options.
 - e. Ensure the proper certification of payments to contractors and release of retention at completion and end of defects period.
 - f. Monitor budget for fees in relation to legal and other specialist advisors to achieve the best value and limit the Trusts financial liabilities in relation to professional fees.
 - g. To support the development of capital bids and estates related business cases.
 - h. The postholder to take positive action to gain an understanding of sustainability and climate change and how the Trust is responding and lead on demonstrating a commitment to reducing the carbon and energy footprint for soft FM services.
4. PFI Project Life-Cycle Programme.
- a. Support the planning and provision of technical review and input into lifecycle works and projects with senior managers, clinical leads, contractors and PFI Project Co.
 - b. Represent the Trust in the delivery of lifecycle works in conjunction with the PFI Project Co. in respect of programming, prioritisation, coordination, supervision, and project management.
 - c. Conduct negotiations with service users and the contractors, the sequencing of works events and associated ward/department moves contained within each lifecycle event.
5. Commissioning, moves and changes (Capital, Revenue or Lifecycle works)
- a. Manage user engagement and sign-up to the programme for all associated works and moves.
 - b. Implement agreed communication processes for informing and interfacing with operational managers (e.g. regular communication through meetings) and with staff through regular items in newsletters and staff meetings.
 - c. Chair/attend meetings with the users to establish the development of a comprehensive commissioning/decommissioning plan for all associated moves.
 - d. Monitor progress in resolving any potential blockages to the achievement of key dates and step in if needed.

6. Space Management

- a. Support the development and delivery of the IWT/PHU (“the estate”) strategy (to support and achieve the wider Trust and individual clinical strategies) as well as policy and procedures for space management and space utilisation across the estate. The estate strategy will cover allocation, function and usage of clinical space, office accommodation, education and training accommodation, storage and residential accommodation, in addition to forward planning the development of the Trust Estate.
- b. Review and process space utilisation requests in line with space management policy and procedures

7. Small works

- a. Undertake appropriate and efficient processing, prioritisation, and delivery of requests for small works.
- b. Review small works requests where appropriate ensuring value and appropriateness.
- c. Report upon the cost and performance of the small works processes.

8. Other duties

- a. Deputise in the absence of the Head of Projects including representation on key governance committees and senior management meetings.
- b. Provide line management to Project Team.
- c. Support the Head of Projects with recruitment, development, and retention of staff, ensuring staff are provided with CPD opportunities including appraisal, mentoring, in house and external training and assist with planning future staff requirements.
- d. Provide development support and mentoring to the project managers.
- e. Undertake travel to satellite sites as required depending on workload/projects being delivered.
- f. Assist in the development and maintenance of effective project management and reporting systems to support implementation of assigned works programmes, implementing appropriate Risk Management procedures.
- g. Work with and develop synergies between key stakeholders including the PFI partners, Trust leadership and external contractors.
- h. Write and present (where appropriate) project highlight reports and governance reports, ensuring specialist input is captured.
- i. Comply with Trust policies.
- j. Develop as an individual by taking personal learning responsibility.
- k. General administration duties.
- l. The postholder to take positive action to gain an understanding of sustainability and climate change and how the Trust is responding and lead on demonstrating a commitment to reducing the carbon and energy footprint for soft FM services.
- m. To undertake any other reasonable duties as requested, this may include responsibilities not normally covered on a day-to-day basis.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving highly complex, highly sensitive or highly contentious information, where developed persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or co-operation is required or because there are barriers to understanding and/or presenting complex, sensitive, or contentious information to a large group of staff.

Analytical and Judgement

- Judgements involving highly complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

- Planning and organisation of a broad range of complex activities or programmes, some of which are ongoing, which require the formulation and adjustment of plans or strategies.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Provides general non-clinical advice, information, guidance or ancillary services directly to patients, clients, relatives or carers.

Policy and Service Development

- The post holder is responsible for a range of policy implementation and policy or service development for a directorate or equivalent.

Financial Management

- The post holder holds a delegated budget from a budget for a department/service.
- The post holder is responsible for physical assets for several services.

Management/Leadership

- The post holder is responsible for day-to-day management of staff within Projects Team. The post holder will deal with the initial stages of grievance and discipline; appraisal, acting as an interview panel member; responsible for monitoring mandatory training compliance with their team. The post holder will be responsible for reviewing work performance and progress and manage the allocation of work.

Information Resources

- The post holder will regularly use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP) or computer aided design (CAD), or (c) responsible for maintaining one or more information systems where this is a significant job responsibility.

Research and development

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

- The post holder is guided by standard operating procedures (SOPs), good practice, established precedents and understands what results or standards are to be achieved. Someone is generally available for reference and work may be checked on a sample/random basis.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is unpredictable, or there is an occasional requirement for prolonged concentration.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	
Qualifications	<ul style="list-style-type: none"> Relevant degree (or comparable qualification) and/or in-depth working experience. Relevant technical qualification to at least Higher Technical level (Degree level preferred) in an engineering or construction or facilities management subject. Evidence of continuing professional development (CPD) 	<ul style="list-style-type: none"> Professional Membership of a relevant organization e.g. IEMA, IWFM, Engineering Council or BIFM Construction Project Management or building surveying qualification 	

Experience	<ul style="list-style-type: none"> • Minimum of 3+ years' experience in an Estates or Technical role within an estate's environment preferably within Healthcare/MOD or other regulated environment. • Evidence of experience at a senior level of leading and managing staff and other resources in the delivery of relevant operational services. • An understanding of legislation/guidance such as Health Building standards (HBN's & HTM's) • Experience of delivering to tight deadlines • Experience of successfully working with a wide range of groups to deliver significant programmes or schemes with a public sector context • Experience in managing and monitoring project budgets 	<ul style="list-style-type: none"> • Working in a Property Management/construction/building services environment • Experience and knowledge of Local Authority, business, procurement and capital planning. • Experience of commercial/legal contract negotiation including tendering and managing high value capital projects. • Regular use of estates and capital projects information systems to create reports. • Regular use of CAD for building plans, computerised technical drawings. • Experience in business case preparation • Private Finance Initiative contracts and contract management from a client's perspective 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of legal, governance and commercial issues related to capital projects or construction services. • Understand, interpret and implement Construction, Design 	<ul style="list-style-type: none"> • Knowledge of NHS Estate code and guidance or other public sector equivalents • Knowledge of project and programme management techniques. • Knowledge of operational and strategic estate development issues • Knowledge of NHS and or local authority policies and strategies 	

	<p>and Management (CDM) Regulations.</p> <ul style="list-style-type: none"> • Awareness of NHS standards and legislation for buildings • Knowledge of NHS or other public sector planning, capital and management processes. • Budgetary management acquired through training and experience. • High degree of commitment, motivation and personal interest in working in healthcare. • Ability to deal with numerous stake holders and take forward issues in a complex environment. • Ability to communicate effectively, both orally and in writing. • Understanding of construction process, legal requirements and safe working practices • Understanding of complex construction/building services installation and maintenance • Knowledge of contractual documentation and service specifications • Able to allocate and delegate tasks to make the best use of resources. 	<ul style="list-style-type: none"> • Have the understanding of the built environment. • Have the “negative capability” to carry on when things are going awry, the persistence, drive and determination to bring them back on track. • Ability to analyse performance data and policies. • Understanding of Property Law and Landlord/Tenant issues 	
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	<ul style="list-style-type: none"> • Able to manage conflict, under performance and inappropriate behaviour. • To lead and influence colleagues or work as part of a team. • Able to establish strong partnership working • Able to provide positive, constructive and practical feedback and advice to peers and managers. 		
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Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.

- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.