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| 1. **JOB DESCRIPTION** | |
| **Job Title:** | Capital Planning Placement |
| **SERVICE:** | Estates/ Facilities |
| **DEPARTMENT:** | Property & Capital Planning |
| **JOB REFERENCE**  **NUMBER:** | N/A |
| 1. **JOB PURPOSE**   The capital planning placement is expected to gain significant experience in dealing with NHS GG&C teams and external consultants/contractors by shadowing the Capital Planning project management team.  They will be required to review the project development legislation the board is duty bound to comply with by using and implementing NHS Greater Glasgow & Clyde’s bespoke Project Management Workbook.  Assisting the established project management team in the inception, development and delivery of design and construction projects.  Gain experience and help to ensure compliance by working within the capital planning team and wider Estates & Facilities Directorate.  Involvement in sustainability and FIP projects to reduce energy use and carbon.  They will also be trained to manage the recording of project development information including stakeholder engagement, internal specialists consultation processes and logging of key decisions made. | |
| 3. ROLE OF DEPARTMENT Property & Capital Planning is responsible for providing an integrated, efficient and effective capital planning, capital procurement, asset management, property and premises development function within NHS Greater Glasgow & Clyde to ensure delivery of the Board’s service strategies and clinical re-design projects within its available resources.  The department are responsible for developments throughout the Board’s responsibilities and this includes approximately 35 hospitals, 60 health centres, 300 GP surgeries, 300 pharmacies and 270 dental locations. The Board employs approximately 44,000 staff and provides health services to a local population of around 1.2m plus a number of regional services.  The department are responsible for developing links, strategies and opportunities for joint working, joint asset and property planning and potential for delivering estate efficiencies linked in with the various acute and community health strategies and with Local Authorities and other public sector partners within the area of the Board’s responsibilities. | |
| 1. **ORGANISATIONAL STRUCTURE**   Assistant Head of Capital Planning  Senior Project Manager  Project Manager  Capital Planning Intern –  **This Post** (up to 6 month) | |
| 1. **SCOPE AND RANGE**   The postholder will report managerially to a Project Manager and work as part of a broader team.  **The post holder will be trained to deliver the following:**   * Support the project development process. * Support the engagement with key stakeholders and end users. * Support the creation of key records and decision logs from the project development process   The post holder will be trained to support the project management team on managing the Board’s adherence to all regulatory requirements and implementation of:   * Building and Planning Regulations * Scottish Capital Investment Manual (SCIM) | |
| 1. **MAIN DUTIES / RESPONSIBILITIES**   **The post holder will be trained to deliver the following:**   * It is expected the student will help facilitate meetings, inspections and general project support and monitoring. * Process, review and comment on designers and contractors costs and proposals. * Help to implement internal Project Alert system and manage comments and responses. * Contribute to ongoing development of Project Management Workbook. * Support the management of project management trackers and reports. * Attend meetings as required along with the relevant manager. * Liaise with and support regarding updating the content of the Property & Capital Planning intranet pages. | |
| **6. SYSTEMS AND EQUIPMENT**  The post holder must have a good understanding and in some cases a working knowledge of all aspects and processes that he/she will encounter during the course of their duties.  The post holder must be highly competent in the use of the suite of Microsoft Office packages.  Reports will be required to be completed frequently in relation to project management matters. The post holder must be able to ensure that the content of the reports is relevant to the audience that they have been prepared for.   * IT * Word and MS Outlook for correspondence / reports and excel for data monitoring * Email * Photocopier * Telephone and verbal communication systems * Manual systems for personnel records. | |
| **7. DECISIONS AND JUDGEMENTS**  The postholder will be expected to work for long periods of time under direction from other members of staff (Senior PM, Project Manager and Assistant PM).  The postholder will be expected to prioritise their work.  The postholder will be expected to disseminate the varied amount of information gathered from internal and external sources to all the necessary parties within the Board under the direction of line management. | |
| **8. COMMUNICATIONS AND RELATIONSHIPS**  The post holder must work closely with the project management team members on a day to day basis learning the main skills of the post.  Communication carried out by the postholder with a wide range of parties within and out with NHSGGC will involve providing and receiving complex information regarding project development.  The post holder will be able to provide information at an appropriate level to those who require it.  The postholder will establish and maintain appropriate networks to enable effective and regular communications with all interested parties.  The postholder will carry out these communications by means of oral, written, and electronic formats. | |
| **9. PHYSICAL, MENTAL EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**  Physical Effort:   * the post holder will spend a large proportion of the working week sitting in a   restricted position reviewing, interpreting and compiling reports whilst using  his/her personal computer;   * the post holder will frequently travel around NHS sites supporting auditing and assessing environmental issues, which will require travelling between sites;   Mental Effort:   * the post holder will be required to have excellent critical appraisal skills, with the   ability to provide and receive large amounts of complex information, along with  the ability to provide rapid and accurate dissemination of complex information,  taking into account barriers to understanding in the recipient;   * There will be a frequent requirement for the post holder to undertake prolonged concentration when considering and preparing reports, whilst facing interruptions.   Emotional Effort:   * It is expected that the post holder’s exposure to distressing and emotional circumstances will be rare.   Working Conditions:   * the post holder will be exposed to varying extremes of heat and cold, as well as   noise, in carrying out his/her job;   * The post holder will be a mix of office, site and home working, using VDU equipment the majority of the time. * The post holder will be expected to be able to type with speed and accuracy when compiling reports. | |
| **10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB**  Interpretation and analysis of complex information, along with technical understanding of equipment, plant and processes.  The post holder is required to be able to meet deadlines both internal and externally.  The post holder’s gathering of the data from the individual sites and processing to be able to comply with legislation.  The post holder’s role in influencing staff at all levels of the organisation that the cost of the resources will continue to rise through factors out with the Board’s control, and therefore the Board must effectively manage those factors that are within its control. | |

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| **11. KNOWLEDGE, TRAINING AND EXPERIENCE**  Currently working towards a degree in Construction Management, Building Services, Mechanical Engineering, Electrical Engineering, Building Surveying or Quantity Surveying.  Student membership of a recognised Institute, for example CIWEM, IEMA, RICS etc. at appropriate level.    Have some knowledge of:  • building construction;  • project management;  • building legislation (devolved, UK and European).  The above qualifications, experience and CPD are deemed a requirement of the post. Consideration will be given to other qualifications.  Ability to work at a junior/middle management level using problem solving and influencing  skills.  Ability to work with, and influence, other disciplines at all levels both internally and  externally.  Ability to communicate, interpret data, influence decision making, and exhibit people skills.  Ability to work in a supportive and facilitative manner. |

## Job Description Agreement

A separate job will need to be signed off by each jobholder to whom the job description applies.

**Job Holder’s signature**: \_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_

**Head of Department signature:** **Date:**