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#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
|  Job Title: Assistant Project ManagerResponsible to: Senior Project ManagerDepartment(s): Capital PlanningDirectorate: Infrastructure + Support ServicesOperating Division: NHS Ayrshire & ArranJob Reference:No of Job Holders: 2Last Update:  |

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| 2. JOB PURPOSE |
| To provide comprehensive project management support within the Capital Planning Department of NHS Ayrshire & Arran. This will include supporting all services in the planning and delivery of present, proposed and future projects.  |

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| **3. DIMENSIONS** |
| **Financial:*** The postholder is responsible for the management of delegated budget including all costs associated with a specific element of the project budget, this includes the sign off of all approvals in line with delegated limits, this can vary from project to project.

**People:*** This post will provide support to Head of Capital Planning, 2 x Senior Project Manager, 3 x Project Managers, 1 x Project Engineer.

**Other:*** The service provided covers NHS Ayrshire & Arran’s healthcare estate.
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| **4. ORGANISATIONAL POSITION** |

**NHS AYRSHIRE AND ARRAN**

**DEPARTMENT OF INFORMATION AND CLINICAL SUPPORT SERVICES**

**CAPITAL PLANNING ORGANISATIONAL CHART**

Assistant Director of Capital Planning and Property Services

Head of

Capital Planning

Head of

Property Services

Senior Project Manager

Senior Project Manager

Project Manager

Project Manager

Project Manager (M&E)

Project Manager

**(This Post)**

**(This post)**

Administration

Support

Administration

Support

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| 5. ROLE OF DEPARTMENT |
| The role of Capital Planning Services is to provide a comprehensive range of support services to allow the delivery of all of the Board’s capital investment activities. These support services impact on the physical and environmental requirements of every clinical service provided by the Board and are, therefore, at the very centre of providing affordable and quality services and premises from which healthcare can be delivered in both the primary and secondary healthcare settings. The department is responsible for delivering the following services on an organisation wide basis across NHS Ayrshire & Arran and where required with external partners (i.e. Local Authorities) :1. The Capital Planning Department provides a briefing / design / project and programme management service for the Board’s capital schemes together with the financial management of those schemes from inception through construction to practical completion and commissioning, ensuring effective liaison with other specialist staff as required.
2. Assist in the development of, and manage arrangements for appointment of Design Teams and Works Contractors for capital projects in conjunction with professional colleagues. Ensure best value for money achieved in their employment and the delivery of construction services to the Board.
3. Managing and developing NHS Ayrshire & Arran’s estate and ensuring compliance with all statutory standards and working practices.
4. Delivering safe, effective and efficient services as a result of effective capital project management to provide the highest possible standards and quality of care to patients.
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| 6. KEY RESULT AREAS |
| **Delivery of Capital Projects*** Project Manage minor capital projects, within delegated limits, ensuring projects meet their required objectives, costs and timescales.
* Involved in the preparation of project briefing material and other project documentation, involving interpretation and adaptation of technical data taking into account knowledge base of target audience to ensure consistent compliance with current guidelines and standards i.e. SHTM (Scottish Healthcare Technical Memorandum) / HBN (Health Building Notes) / SHTN (Scottish Healthcare Technical Notes) / Building Regulations etc. Liaising with others as necessary e.g. Health Facilities Scotland / Estates Technical staff.
* Reviewing contract documentation including design drawings, contract schedules, and gantt charts against agreed requirements to ensure that they comply with the Clinical and Technical briefs in conjunction with project managers and others, e.g. users, technical colleagues as necessary.
* Responsible, within delegated limits, for the preparation of Tender / Quotation documents for the procurement of various consultancy services and equipment, including preparation of documents, attending Tender opening, checking returned tenders for accuracy, and production of a Tender Report, through collation and sourcing of raw data and European Tendering Guidelines as appropriate.
* Support the Project Manager in developing and implementing protocols / processes through monitoring and making appropriate suggestions, to enhance the efficiency of Departmental systems, also preparing and producing documentation for departmental reviews (e.g. including financial monitoring and document management).
* Produce progress reports, both written and verbal, using a range of IT applications e.g. Microsoft Project, Excel, Word, Access and Powerpoint to a variety of governance groups to update on project progress, also developing, inputting and maintaining the department’s project financial monitoring system providing reports on the status of individual projects or overall performance as required.
* Required to deputise for the Project Manager, to ensure Capital Planning representation, Chairing / leading meetings where appropriate.

**Project Management*** Provide comprehensive project management support to the Capital Planning Department in the planning, implementation and delivery of NHS Ayrshire and Arran’s Capital Projects, leading on a number of work packages including control of the equipment budget, preparation of project equipment lists and procurement of any required equipment, ensuring compliance with any guidance / legislation in relation to specification or procurement i.e. Standing Financial Instructions. This will require effective and efficient communication with project stakeholders and others.
* Responsible for delegated work packages from the Senior Project Manager(s) i.e. project scheduling, constructing and sourcing equipment lists, monitoring finances, briefing and auditing / monitoring suppliers / contractors performance to ensure all projects meet their required objectives, costs and timescales.
* Involved in forecasting requirements to co-ordinate the re-location of staff, clinical equipment and furniture, and the identification, assessment and selection of any new equipment that needs to be purchased and sourced during the commissioning of new and refurbished developments, to ensure that all project requirements are met (i.e. timescales, financial, and operational).
* Provide on the job training to new members of staff, on Capital Planning processes and protocols.

**Personal Learning and Development*** Maintain an understanding in appropriate specialist areas e.g. current Scottish Capital Investment Manual, SGHD directives and Health Facilities Scotland guidelines in relation to the procurement and management of a Healthcare Estate and accommodation. This is necessary in order to maintain an estate suitable to serve the Board’s core clinical activities and with the main key objectives of assisting the Board to achieve their stated objectives in the most cost effective and beneficial way.
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| 7a. EQUIPMENT AND MACHINERY |
| Whilst the post holder is expected to have a sound working knowledge of all equipment, machinery and systems used in the department, they may not have daily personal involvement. Examples of equipment and machinery used are:-* Personal computer/laptop and printer(daily);
* Fax machine;
* Shredder;
* Laminator;
* Photocopier;
* Large Scale Plotter (AO size) for hardcopy production of architectural and engineering drawings generated by job holder and from external consultants.
* Large Scale Printer (A0 size) for copying original hardcopy drawings of Estate property.
* Portable Digital Projector and related equipment
* Telephone- landline and mobile (daily).
* Personal Protective Equipment for use during on site supervision and meetings.
* Car transportation between sites.
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| **7b. SYSTEMS** |
| AutoCAD – Computer Aided Drawing system for the creation and updating of technical drawings for Division wide developments, maintenance and record/statistical information.Adobe Acrobat – for the exchange of technical drawing information in a widely usable format to Managers and Clinicians within the Division and with external Consultancies and Contractors.PECOS (Electronic Procurement) and financial management control systems data processing;Project or technical software electronic databases systems.Formatting and population of database for board wide use ; Office packages – word documentation, excel spreadsheets, MS Project, PowerPoint.Management of accurate comprehensive record drawings database on both AutoCAD and hard copy prints readily available to Division management and external specialist consultants as required. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Workload will be assigned and reviewed by the Senior Project Manager, in conjunction with other senior staff, however, the post holder will work autonomously within a framework of agreed objectives and broad occupational policies, and is expected to plan and manage their own workload and own interpretation of policy’s, to ensure that agreed project outcomes are achieved within the timescales specified.
* Performance against objectives will be managed consistent with NHS Ayrshire & Arran arrangements for performance management and will be set by the Head of Capital Planning. This will involve an annual meeting with the Head of Capital Planning to review performance against agreed objectives and the post holder’s personal development plans.
* The post holder is responsible for operational project management, decision making, using initiative and problem solving skills to develop new concepts and respond to queries, escalating issues when necessary.
* The post holder will recognise their own abilities and limitations and identify these to the Senior Project Manager, and other senior staff, at regular informal communication meetings.
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| **9. DECISIONS AND JUDGEMENTS** |
| * The post holder has discretion to exercise judgment and initiative when determining issues that require urgent attention or referral to the Senior Project Managers, or the Head of Capital Planning Department.
* Decisions are frequently time critical and the post holder will be required take decisions on the appropriate course of action within the context of sound governance.
* The post holder is expected to work autonomously and is required to instigate action on their own initiative on a daily basis, particularly in providing written or verbal advice and information in response to direct enquiries from within/out with the organisation.

Within the context of their delegated tasks / work packages, the post holder can be expected to provide written or verbal information to Directors, Assistant Directors or Heads of Service, without the need to refer to senior colleagues e.g. information relating to project service continuity, project equipping or any other tasks / work packages the post holder has been delegated.At the same time, exercising judgment and owninitiative when determining issues that require urgent attention from senior colleagues e.g. financial or strategic issues. |

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| 10. MOST CHALLENGING / DIFFICULT PARTS OF THE JOB |
| * Working within multiple projects which may be running concurrently in different geographical locations.
* Working to required timescales, through ensuring compliance with project requirements through coordination of staff and providers not directly under the control of post holder
* Working within a multi-disciplinary team approach to maintain good working relationships with all users of Health Service/joint premises initiatives while projects are being planned, implemented and delivered.
* Working in a changing environment with regard to policies, statutory and mandatory guidance etc applicable to the built environment.
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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| In order to ensure that the Board’s objectives are achieved in the most cost-effective and beneficial way and to provide an estate that is fit-for purpose the post-holder requires to have effective working relationships with many internal and external personnel, senior staff and agenciesThe post holder will receive and provide sensitive and technically complex Project information. Delivery of this information may require to be tailored, depending on audience. e.g. communicating technical issues to non-technical staff / public representatives during new building commissioning.The post holder will have frequent contact with those stakeholders involved in specific projects, including:* Design Consultants e.g. Architects / Quantity Surveyors / Engineers
* Heads of Departments
* Heath Facilities Scotland
* CHP Premises Leads
* CHP Admin Coordinators
* Facilities Department
* Infection Control Department
* Primary Care Department
* Finance Department
* GP Practice Managers
* Independent Contractors
* Social Services and other agencies
* Patient and public representatives
* Other NHS Organisations (e.g. General Hospitals Division, Scottish Ambulance Service)
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical skills* Well developed keyboard skills required, with an emphasis on accuracy and speed of input, when maintaining and manipulating Project Toolkit Database / Equipment Database / Capital Expenditure Database.

Physical effort * Driving / Travelling (i.e. 2-3 times per week) to and around buildings or construction sites when necessary, adhering all Health & Safety guidelines, external areas during inclement weather conditions. E.g. site meetings. Site visits.
* Occasional requirement to move furniture, carry and set-up large pieces of audio-visual equipment for meetings.

Mental effort * High levels of concentration and skill required when attending meetings with various multidisciplinary working groups and preparation of appropriate briefing material and communication with stakeholders and others.
* Frequent requirement to concentrate for long periods when analysing complex technical data and report writing, a high level of concentration will also be required when inputting, checking and reconciling information e.g. various databases (Financial / Equipment etc).
* Frequent concentration as the work pattern will be unpredictable and the post holder will be required to switch tasks with no notice and to answer complex technical queries.

Emotional effort * Occasional exposure to challenging and sensitive meetings. Dealing with pressurised circumstances when there is the need to respond rapidly to requests for information. This can involve negotiating and liaising with colleagues within the directorate and external organisations.

Working Conditions* Requirement for frequent site visits in all weather conditions, where the following conditions can be expected - dust, dirt, noise, fumes.
* Site visits may also include requirement to periodically working at heights, roofs, elevated platforms.
* During office work, requirement to sit for long periods in a restricted position at PC.
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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Educated to Degree level in Project Management / Business Administration, or equivalent relevant experience.
* Knowledge of project management and proven ability to organise.
* Knowledge and experience of NHS and Social Services Premises issues.
* Broad knowledge of Primary Care and the wider NHS.
* Well developed knowledge of budget management
* Problem solving and analytical skills
* Proven ability as an effective communicator through a range of mediums, particularly written and verbal communication.
* Ability to deliver presentations, where appropriate.
* Effective interpersonal skills including diplomacy and discretion.
* Effective team player who can work across a number of multi disciplinary teams.
* Evidence of delivering change using project management techniques.
* Extensive knowledge of Microsoft Office, in particular Excel, Word, Project, Access and Powerpoint.
* Ability to use / navigate around Autocad
* The ability to work both unsupervised and as part of a team
* Self-motivation, enthusiasm and use of initiative.
* The ability to prioritise one’s own workload and deal with numerous concurrent tasks within challenging timescales.
* Concern for, and understanding of people and their rights.
* An adherence of both confidentiality issues and health, safety and environment issues in the workplace.
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| **14. JOB DESCRIPTION AGREEMENT** |
| A separate job description will need to be signed off by each jobholder to whom the job description applies. Job Holder’s Signature: Head of Department Signature: | Date:Date: |