# JOB DESCRIPTION

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| 1. **JOB IDENTIFICATION**

**Job Title:** Estates Manager (Projects)**Responsible to:** Estates Programme Manager **Department & Base:** Estates & Facilities Directorate Borders General Hospital **Date this JD written/updated:** March 2023  |
| 1. **JOB PURPOSE**

To provide a comprehensive professional multi disciplined Estates Project Management service to NHS Borders working within a local team of Estates Managers/Officers in the development and execution of projects comprising: new builds, major and minor extensions, alterations, extensive refurbishments, Minor works and general upgrading of building fabric and engineering/electrical services. This within the long term strategic programmes (statutory plan, backlog maintenance and clinical service development), annual non-recurring funded projects, both major and minor, and many and varied departmental funded minor works programmes.  |
|  1. **ORGANISATIONAL POSITION**

Estates Programme Manager**Estates Project Support Officer****Estates Manager****Projects****Estates Manager****Projects****(This Post)****Estates Manager****Projects****(This Post)****Estates Manager****Projects** |
| **4. SCOPE AND RANGE**As directed by the Estates Programme Manager the post holder will be responsible for the provision of project management on both major and minor projects within the property portfolio of NHS Borders; comprising the Borders General Hospital, Mental Health Services, various sites, primary and community services premises, NHS Borders Headquarters, Newstead and various offices and residences (owned or let).The buildings vary in age, construction, and complexity from 19th century stonework to modern multi-storey blocks of varying construction detail, adding to the variety of works undertaken under the control of the Estates Department’s Project Management section. Working under guidelines issued by the Estates Programme Manager the post holder will work within a professional team of Estates Managers/Officers providing a project management service to NHS Borders. The post holds a high degree of autonomy for the provision of project support and management as applicable; projects range from major projects (£50,000 and above) to minor works (up to the value of £50,000), many of which are programmed to run concurrently requiring complex co-ordination and scheduling.The post holder will be based at Borders General Hospital however there will be a requirement to work flexibly across the Scottish Borders region to meet service demands. |
| **5. MAIN DUTIES/RESPONSIBILITIES**Under direction of the Estates Programme Manager provide a comprehensive highly specialist project management service on new builds, alterations, minor works and improvements/adaptations to current premises. Projects generally incorporating all aspects of project management from inception to completion, the role and duties may necessitate the establishment of a detailed brief, tendering and appointment of appropriate design teams, appointment and liaison with project Principal Designer in compliance with Construction Design and Management Regulations (2015), the issue of tender documentation and assessment on returns, the direct project management input during construction phase incorporating liaison with hospital/health service user departments as required and the commissioning and establishment of operational departments on completion (requirements are subject to the project scope and is project specific).The post holder must ensure effective financial management of all designated projects with adherence to the Scottish Capital Investment Manual, Procode (NHSiS Guidance on Appointment of design Consultants and Contractors); NHS Borders project management policy & procedure; and standing financial orders & instructions.Ensure that all projects comply as far as is reasonably practical with NHS published guidance through Hospital Technical Memoranda, Hospital Building Notes, Codes of Practice and HAI-SCRIBE. Post holder will also ensure that project specifications incorporate full compliance with statutory requirements, planning consents, the Health & Safety at Work Act, The Equalities Act, incorporating Construction Design and Management Regulations, and guidance as issued by building and engineering related professional institutes.Develop partnerships with appropriate managers, internal and external to NHS Borders to ensure comprehensive and integrated Project Management Services within the wider remit of the Estates and Facilities Directorate.Liaise with Estates Maintenance Managers and Officers on all aspects of building and engineering maintenance services which may be influenced by the establishment of major/minor projects within operational departments, this incorporating the control of programmed access arrangements and specialist links to information technology and telecommunication services as well as the interruption and reinstatement of core utility services, minimising/avoiding disruption/interruption of services to adjacent operational health care facilities.As an integral member of a small professional team the post holder will provide comprehensive project management services and support to designated projects, however he/she will in addition to a construction industry knowledge, provide an input as a specialist in engineering/electrical services to all projects managed by the team, incorporating as required liaison with commissioned design team professionals covering electrical services, piped medical gases, ventilation systems, heating services, and water services both storage and distribution.Be competent to carry out both joint and independent monitoring of contracts by attending design team meetings, contractors meetings and site inspections, ensure accurate records of same are retained within operational files. In compliance with local departmental policies and procedures ensure that all projects are allocated unique reference numbers and financial monitoring and adjustment as necessary are accurately recorded utilising computer aided records and spread-sheets.The post holder will lead and/or contribute, as required, to project development matters not directly related to Estates & Facilities e.g. Business Cases, feasibility/option appraisals on a variety of proposals both clinical and non clinical reporting to NHS Borders committees at Senior Management level.To support NHS Border’s values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes. |
| 1. **SYSTEMS AND EQUIPMENT**

Compliance with all statutory requirements in relation to the design and installation of safe environments for patients, staff and visitors and the provision of plant and equipment at a safe, environmentally friendly and economical in operation.Keeping records of all aforementioned activities and to provide professional advice and guidance on Estates engineering matters as they relate to project management.Advise the Estates Programme Manager and Estates Managers/Officers on technical and legislative developments and on impact of such developments on projects, both financially and on project progress and design development.To assist the project team in the development of specifications and contract documentation using appropriate experience, design guidance systems and national and local NHS policies and procedures (i.e. SCART; SAMS; Agility); training will be provided if required.Review design team proposals from commissioned external professional advisers to ensure compliance with NHS policies and procedures, ensuring full compliance with user requirements. This mainly relates to Capital Projects but is not restricted to these. Integral to duties of the Estates Manager (Projects) is a requirement to be fully conversant with, and to comprehensively utilise the computer AutoCAD system.Communicate with user departments and all support services through the personal use of Microsoft word and email.At all times work within the Department’s Health and Safety guidelines, liaise as required with the Fire Safety Advisers and Health and Safety Adviser. Operate at all times within the Permit to Work systems, Construction Design and Management Regulations (2015) and ensure that safe systems of work are initiated for all work undertaken within the control of the Department. |
| **7. DECISIONS AND JUDGEMENTS**Work is managed rather than supervised - essentially self-directing. Execute work within broad guidelines agreed by the Estates Programme Manager and Estates Managers to achieve service development and delivery.Lead and/or assist the Estates Project Team in ensuring attention to current engineering development and solutions, compliance with legislation, codes of practice and installation of compatible plant and equipment within all new and upgraded developments.Management of complex, sensitive and confidential information and reporting scenarios in an appropriate and informative manner.Ensure projects are completed within time and budget constraints.Contribute to the Estates Projects Team project development with the ability to exercise judgement and make decisions in relation to the review of technical specifications between competing engineering design solutions to ensure best value for money, compliance with NHS and statutory standards, and environmental issues commensurate with the engineering and project objectives. |
| **8. COMMUNICATIONS AND RELATIONSHIPS**The post holder is expected to communicate with a wide range of senior clinical and non clinical staff across NHS Borders and with senior officials of external organisations. The post holder will hold strong presentational skills and will be able to express a view convincingly and coherently, verbally and in writing.Structured meetings with Stakeholders and Managers to review projects progress, financial position and resolving identified and potential problems.Regular & FrequentHead of Estates & FacilitiesEstates Programme ManagerHead of user departmentsOperational ManagersEstates Officers/SupervisorsFire Safety AdvisersLocal AuthoritiesExternal professional advisersContractorsFrequentHeads of DepartmentsOperational ManagersHead of Estates ServicesEstates Officers/SupervisorsFire Safety AdvisersRisk Health & SafetyLocal AuthoritiesExternal professional advisersContractorsRegularLocal AuthoritiesExternal professional advisersInternal professional advisersGroupsUser groups and stakeholders, including external community groups.Regular communications with user groups essential to obtain accurate requirement of need during briefing and design stage, this followed up by meetings to plan commissioning and reinstatement of upgraded altered premises and by post contract de-briefing meeting to inform future projects.  |
| **9. PHYSICAL DEMANDS OF THE JOB**The Estates Manager (Projects) will be required to visit all areas of property owned or leased by NHS Borders relative to the scope of the proposed works. This will include access to confined spaces, plant rooms, boiler houses, basements, attics and external roof areas. These activities will entail walking distances, climbing ladders and manhandling equipment, working at height.The post holder must be numerate, able to compile detailed technical reports, assist in the development of feasibility studies, business cases, and be IT literate - able to operate regularly Microsoft E-mail system, spread-sheets, databases, AutoCAD and DWG TrueView (to manipulate and view AutoCAD drawings).The role involves mental tasks requiring focus and thought processes.Driving license essential. |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**To make an effective contribution to the corporate as well as the Department’s success of NHS Borders.Develop effective partnership and work collaboratively within the Department and across the organisation.Undertake programmes of building and/or engineering work within live health care environments to meet challenging work programmes, avoiding disruption and inconvenience to patients, visitors and staff by careful planning to maintain safety throughout.Maintain an up to date knowledge of legislation, building/engineering practices and technical developments, this through a combination of internal and external training available through professional bodies and NHS Scotland.Deliver the benefits of reconfiguration and manage the integration of services across all healthcare sites. |
| **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**Professionally qualified to Degree standard or equivalent in electrical/electronic/mechanical engineering services or other acceptable discipline or the relevant knowledge and experience.Hold a minimum of 3 – 5 years experience in the provision of maintenance/engineering services and project management within healthcare or other large complex organisation.Competent in the use of information technology particularly in relation to MS Office, Building Management Systems, Integrated Fire and Security Systems, Labour Management System. Ability to use and manipulate spread-sheets and database systems.Preferably hold experience and be familiar, although not essential, in the Works Information Management System and AutoCAD (Computer Aided Design), able to carry out basic drawing tasks (i.e. to open, review and manipulate drawings, save and retrieve files etc.).Competent in the use of monitoring, calibration and measurement equipment as relevant to NHS equipment systems.Undertake research into new technical innovations and to advise the possible benefits of incorporating into projects.Be aware of and conversant with all NHS guidance in relation to Estates/Project Management, i.e. Hospital Technical Memoranda, Hospital Building Notes, Hazard Warning Notices, Safety Action Bulletins, Scottish Capital Investment Manual, NHS Scotland Property Transactions Handbook, NHS Scotland Procode. In addition - Risk Assessment Method Statements (RAMS) and all safe working practices, testing and commission of M&E services installations and systems prior to project handover, Operation & Maintenance (O&M) Manuals relating to the completed works and the like. Assist in the development of Property Management System – a strategic IT tool linking property strategy to clinical strategy.Be aware of relevant Building Regulations and basic Planning requirements, conversant with the Construction Design and Management Regulations (2015), conversant with contract law and documentation as related to NHS.Ability to chair meetings (including minute taking and other associated administrative duties) between Estates staff, user groups, professional advisers and contractors.Able to manage, lead and mentor staff.Able to work with a high degree of autonomy.Possess current/valid driving licence.  |
| **12. 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:** |

**PERSON SPECIFICATION**

For the post of: Estates Manager Projects

This section is intended to identify the training, qualifications and/or experience required for acceptable performance in the job. Ideally, there should be no more than 10 ‘essentials’ and 5 ‘desirables’.

These includes theoretical and practical knowledge; professional; specialist or technical knowledge; and knowledge of the policies, practices and procedures associated with the job. It takes account of the educational level normally expected as well as equivalent levels of knowledge gained without undertaking formal courses of study; and the practical experience required to fulfil the job responsibilities satisfactorily.

It is important to avoid using generalised statements such as “requires extensive experience”. Rather, such statements should specify the knowledge gained during this experience that is necessary for the role.

Below are the essential knowledge, training (including qualifications) and experience required to do this job.

Essential

Educated to degree level in Building Surveying, Engineering, Estates Management, Construction Project Management or equivalent knowledge skills and experience.

Ability to manage and lead complex multi discipline projects and project teams effectively, monitoring performance against KPI’s. (e.g. finance, statutory compliance, quality etc)

Competent in the use of a wide range of building management systems e.g. fire alarm, security, electrical and mechanical type systems and installations.

Ability to communicate effectively and work collaboratively with a diverse range of people at all levels

Ability to prioritise work using own initiative, with minimal supervision and be proactive.

Ability to interpret complex technical drawings and specifications. Comprehensive knowledge of technical standards. (e.g. technical memorandum, British standards, Codes of Practice)

Effective report writing, presentational and problem solving skills

Experience and knowledge of CAD, Project and Facilities management type software and systems

Support NHS Border’s values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

Possess current/valid driving licence

Desirable

A minimum of 3 - 5 years technical and operational management experience in a healthcare setting or other similar large complex organisation.

Health & Safety knowledge. (e.g. CDM, NEBOSH, Risk Assessments etc)

Willingness to undertake training and mentor staff.

Willingness to represent NHS Borders at local and national meetings.

Work as part of a team and liaise and work with other internal/external stakeholders

Ability to manage/support during periods of major change affecting continuity of service within NHS Borders sites.

Experience of managing and conducting staff reviews/appraisals and carrying out formal performance reviews and appraisals.