

PERSON SPECIFICATION FORM

Job Title: - Project Manager

Department: Expansion Team

Qualifications	Essential (√)	Desirable (√)
Educated to degree level or equivalent experience.		√
An appropriate professional qualification(s) or membership of a professional organisation(s) relevant to the functions of the post e.g. RIBA, RICS, MCI0B, MCIPS, CIAT, CIBSE.		√
Evidence of continuing professional development	√	
Considerable relevant construction project management experience.	√	

Experience	Essential (√)	Desirable (√)
Experience in a key role of a range of refurbishment and new-build construction works requiring knowledge of all current and relevant UK legislation.	√	
Experience of problem solving and change management with ability to make judgements across a wide range of projects, taking into account current legislation, Health & Safety, conflicting service and financial demands.	√	
Working knowledge and experience of mechanical, electrical or other building services.		√
A working knowledge of NHS and Government design and health planning guidance requirements.		√
A working knowledge of procurement for building contracts and project management through traditional routes, design and build, and framework agreements.	√	
Experience of Construction Project Management and delivering the construction and commissioning phases on time and within budget.	√	
Experience and knowledge of Financial Management within NHS, Local Authority, business, procurement and capital planning.		√
Experience of successfully working with a wide range of groups to achieve a common aim, where individuals or groups may be challenging, change resistant, antagonistic or even hostile.	√	

Behavioural Competencies	Essential (√)	Desirable (√)
Ability to establish strong partnership working demonstrating a professional understanding of the needs and motivations of all stakeholders.	√	
Client, patient or user centred with a commitment to eliminating discrimination, promoting equality in service delivery and employment and ensuring a healthy and safe environment.	√	
Ability to understand the complexities of managing clinical operational facilities and how to deliver construction projects with minimum disruption to ongoing clinical activity in often sensitive areas.	√	
Ability to provide positive, constructive and practical feedback and advice to peers and managers.		√

Other	Essential (√)	Desirable (√)
Excellent written and verbal communication skills including IT skills (MS Office or equivalent).	√	

NHS GOLDEN JUBILEE

JOB DESCRIPTION – Project Manager

JOB IDENTIFICATION

Job Title: Project Manager

Department(s): Hospital Expansion

Job Holder Reference:

No of Job Holders: 2

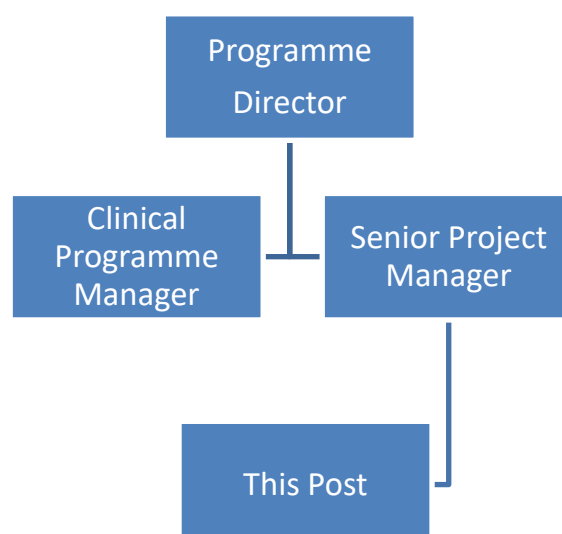
JOB PURPOSE

The post holder provides strategic and operational management in project management procurement and the construction and implementation phases of the Elective Care Hospital Expansion Programme and other delegated capital projects.

The post holder will assist in the management of the Principle Supply Chain Partners (PSCPs).

The post holder will assist in the management of the client side advisors including CDM, project manager, cost advisor, supervisor and healthcare planner.

ORGANISATIONAL POSITION



4. SCOPE AND RANGE

The post holder will assist the Senior Project Manager in the delivery of the Expansion.

The post holder will provide the Senior Project Manager with reports, recommendations and updates on information to allow them to implement and deliver on projects as part of the Expansion Programme Team.

The post holder will assist the Senior Project Manager with the development & delivery of the Expansion programme for the Board.

The post holder will work within clearly defined protocols and procedures including The Scottish Capital Investment Manual (SCIM), Office of Governance Commerce Gateway Review processes, local Standing Financial Instructions and Health Facilities Scotland guidance among others.

The post holder will assist in managing delegated projects through the SCIM business case approval processes with local groups to ensure that projects obtain the necessary funding and will provide benefits.

The post holder will work with little supervision although guidance and assistance is available from line manager on a weekly basis plus through regular monthly 1 to 1 reviews.

The post holder will have responsibility for updating and refreshing the project reporting procedures for Capital Projects in line with the new procurement routes of Framework Scotland and planned local framework arrangement.

The post holder will have a Personal Development Plan.

4. MAIN DUTIES/RESPONSIBILITIES

- Assist with the planning, management and delivery of building projects as part of the Board's ordinary capital programme or with joint projects with other agencies throughout the Board's area, ensuring that appropriate project management arrangements and cost control measures are in place.
- Manage staff providing support to capital projects, ensuring effective delivery of service through efficient and economic use of staff and contractors.
- Ensure completion of all delegated projects, whether funded by the public or private capital within allocated capital and revenue funds to agreed specification, within programmed timescales and obtaining value for money.
- Manage the appointment and work of Contractors and Design Teams for delegated capital projects in conjunction with professional colleagues, to ensure best value for money in their employment by the Board.
- Support the development of business cases as appropriate for schemes requiring building work, focusing on option appraisal, development of the brief, design proposals and capital costs.
- Ensure effective management and financial control of delegated capital projects and

implement policies and procedures as required in compliance with the Board's Standing Financial Instructions.

- Raise Contracts/Orders with, and examine and authorise payments to, design teams and contractors on delegated projects as appropriate.
- Manage the integration of medical equipment into new builds.
- Manage the development of design solutions for individual building projects through joint discussions with staff, users and design teams, ensuring that designs are developed to provide the best solution for patient care and treatment, ensure that solutions are agreed and approved by users before proceeding to procurement.
- Ensure design solutions for new and refurbishment projects are developed in line with the Board's Design Action Plan. Ensure projects are fit for purpose and provide a therapeutic environment within which patients can have successful outcomes, and that are pleasant for staff to work in.
- Liaise with Local Authority Planning and Building Control officers in the planning and management of schemes.
- Continually negotiate and liaise closely with clinical, and non-clinical, operational staff affected by each project to:
 - a) ensure minimal disruption to the workings of active areas of accommodation, etc., affected by such projects and,
 - b) ensure any increased risks to the safety of patients, visitors and staff are fully understood and minimised with appropriate additional or contingency arrangements established.
- Develop and implement policies and procedures to ensure effective compliance of new projects with statutory standards and Scottish, National Government and EU directives.
- Develop, manage and maintain project plans which monitor the progress and performance of all projects within your delegated remit, to include monthly report of progress, budget, cashflow, and general development of brief and tender stages.
- Ensure new build projects provide full Health & Safety Files and other performance data to assist the Board to manage and maintain the new facilities in the future.
- Ensure that the facets of lifecycle costs and building maintenance are fully reviewed and considered during the design of all new facilities.
- Contribute to ensuring the information about new buildings is reflected in the Board's Property Strategy.
- Research and integrate new technologies into new projects to improve the built environment and building performance, e.g. Sustainability, renewables and low carbon technology.
- Manage and be responsible for ensuring compliance with all statutory and mandatory required codes of practice and Health & Safety at Work requirements pertaining to building matters.
- Provide professional and technical advice on projects and related building matters.

Capital Projects /Programme Management

- Assist with the development of robust capital budgets for all new build and refurbishment projects assigned to you, constantly review and update.
- Work with service managers to progress business cases to support capital schemes in the Board's capital programme.
- Ensure effective management and financial control of major capital projects through the development and management of the Board's capital programme working through project planning teams and project design teams.
- Manage the development of best design solutions for individual capital projects through

joint discussions with staff, users and design teams.

- Ensure that all statutory standards, codes of practice, design guides and relevant directives/guidance are taken into account whilst developing individual capital projects.
- Prepare project returns and provide data and information as required for any local or national purposes.
- Assist in the preparation of Audit Scotland returns relating to individual capital projects.

Performance Management

- Assist the Senior Manager to develop robust plans for the delivery of projects, and to monitor performance and progress against the Board's capital plan.
- Review the performance of all professional advisors and advise the Senior Project Manager of corrective action if required. Evaluate all advice given by professional advisors, review and identify corrective action required.
- Monitor on-going projects to ensure compliance with the programme of works and design and quality specifications. Monitor and assess the quality of work being undertaken and take action or make recommendations the Senior Project Manager.
- Carry out Post Project Evaluations for all completed projects.

Financial Management

- Highlight and report to Senior Project Manager, any cost pressures or financial difficulties as they arise and agree and implement any remedial actions if necessary to restore financial performance against the Board's capital plan.
- Provide advice on construction related changes to projects and their anticipated impact with a view to maintaining the objective of the board, particularly relating to cost and time during the project.
- Advise the Senior Manager on financial monitoring of projects and agree and implement systems for change control and financial reporting during design, construction and equipment supply.

Contributing to the Corporate Management of the Directorate and the Board

- Participate in the development of service and investment plans, in particular advising on the development of strategic investment plans for the Board as a whole.
- Contribute to the collective management of services within the Directorate / Board.
- Work as a good team player.
- Adopt a flexible approach and undertake other duties as required commensurate with the job.

SYSTEMS AND EQUIPMENT

Office Systems	Graphics Packages	Office Equipment
Microsoft Word	Microsoft Powerpoint	Laminator
Microsoft Excel		Guillotine
Microsoft Access		Binding Machine
Microsoft Outlook Express		Printers
Q Pulse		Photocopiers
Internet		Scanner
Intranet		Telephone
		Powerpoint Projector
		Laptop
		Fax

7. DECISIONS AND JUDGEMENTS

The postholder will :

- be accountable for delegated capital projects.
- have responsibility for ensuring that the project environment is safe for patients and staff.
- provide professional and technical advice to other Board staff, Directors and Senior Managers in often complex technical and legal fields.
- be self-motivated and work with minimal supervision.
- make judgements and take decisions on a wide range of project and estate issues, taking into account legislation, health and safety and conflicting demands.
- balance and prioritise conflicting demands for scarce resources against risk of non-compliance and recommends and/or delivers appropriate actions.

8. COMMUNICATIONS AND RELATIONSHIPS

- Facilitate communication and co-operation within the department, the Directorate Divisions & the Board, external organisations, NHS Agencies and voluntary organisations and maintain effective working relationships.
- Maintain a culture that engages and involves stakeholders in decisions on how the work of the team is delivered.
- Develop close communications and co-operation with Operational Estates and Facilities colleagues within each hospital campus and Community locations.

9. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB

The post will involve the management of high value projects. This will involve the management of a whole range of project related information related to design, legal and financial matters. This will require an ordered mind and clear decision making skills, and confidence to commit significant sums of capital on construction projects.

The role involves regular visits to construction sites, which may require working in confined spaces, at height or in cold and wet or generally inclement weather conditions. The Board will provide suitable personal protective equipment (PPE) which is required to be worn on all construction sites.

On large construction projects the role will be that of the Board's representative, and will be called upon to manage the interface between Client and Contractor, often negotiating disputes and claims for financial reimbursement by the construction team. These discussions can often involve large sums of money and can lead to stressful situations in aiming to secure a positive outcome for the Board.

The post requires familiarity with, and the ability to interrogate and cope with, complex software packages, building contracts and other associated legal and financial legislation associated with capital projects.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

To ensure projects are completed on time and within budget, achieving the agreed standards and with due regard to the health and safety of patients, visitors, staff and contractors using Board premises.

To ensure that Board, local, national and European policies and legislation are complied with.

To assess the impact on major schemes in relation to changes in clinical practice.

11. EDUCATION, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Qualifications

- Ideally qualified to degree level or equivalent experience, with professional or managerial qualifications in a construction related subject.
- Ideally accredited, qualified or a member of a professional organisation(s) relevant to the functions of the post e.g. RIBA, RICS, MCIOB, MCIPS, CIAT, CIBSE.
- Evidence of continuing professional development.
- Considerable relevant construction project management experience.

Experience and Knowledge

- A working knowledge of National forms of building procurement, building contracts and project management of major capital projects to the value of c.£25 million.
- A working knowledge of NHS and Government design and health planning guidance requirements.
- Have considerable problem solving and change management skills.
- Ability to make judgements across a wide range of projects, taking into account current legislation, Health & Safety, conflicting services and financial demands and provide expert advice on construction matters.

Demonstrable experience in the following fields of expertise:

- Construction projects to a value of c.£25 million, both public and private financed.
- Strategic Estate Planning and Campus Plans.
- Construction Project Management.
- Background knowledge of building and engineering maintenance.
- Knowledge of sustainable building design and operation, renewables and low carbon technologies.
- Cost planning and cost and change control.
- Knowledge of Statutory Consent legislation and procedures.
- Procurement routes and tendering procedures.
- Current Industry standard building contracts.
- Briefing and design of healthcare facilities including management of interface with clinical user groups.
- Experience and skills of budget and programme management.

12. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature

Date:

Delivering care through collaboration

NHS Golden Jubilee

Beardmore Street, Clydebank G81 4HX

Telephone: 0141 951 5000

www.nhsgoldenjubilee.co.uk



Chair: Susan Douglas-Scott CBE

Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666

Dear Candidate

POST: Project Manager x 2

HOURS: 37.5 hours per week

CLOSING DATE: 22nd June 2021

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees, please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call.

In the meantime, I wish you success with your application and should you require any further information please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely
Recruitment Assistant

Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of two year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please submit your completed application through the Jobtrain Recruitment System to:-
recruitment@gjnh.scot.nhs.uk
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Golden Jubilee Foundation
Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£40,872 to £47,846 per annum / pro-rata

3. Grade

This post is offered at Band 7.

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 Hours per week

6. Tenure of Employment

One post is offered on a permanent basis, second post is offered on Fixed Term 2 year basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Golden Jubilee Foundation

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days' annual leave on appointment
37 days' annual leave after 5 years
41 days' annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £25 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.