

## Job Description

<b>Title:</b>	<b>Estates Compliance Manager</b>
<b>Grade:</b>	<b>7</b>
<b>Annual Leave:</b>	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service.
<b>Department:</b>	<b>Estates</b>
<b>Responsible to:</b>	<b>Head of Estates</b>
<b>Accountable to:</b>	<b>Deputy Director of Estates &amp; Facilities</b>

## POST SUMMARY

The postholder will be responsible for ensuring that all matters relating to Estates Department quality control are implemented and that effective monitoring is setup to show our compliance to HTMs, HBNs, PAM, the Health and Safety at Work Act and ensure all appropriate remedial tasks are tracked and recorded.

They will be a senior member of the Asset Management Team providing specialist advice on a whole range of estates and technical issues, providing specialist expert knowledge on compliance, developing data capture and delivering reporting to Senior Managers.

The postholder will collect and maintain the asset base for all sites and work in conjunction with the CAFM manager on compiling the Preventative Maintenance Schedule. They will write Risk Assessments and Method Statements (RAMS) for Estates related works and review RAMS for additional and capital works.

They will be responsible for writing and reviewing Estates policies and procedures and standing operational procedures. They will work with the Health & Safety Manager to ensure these remain compliant and in-date.

## MAIN DUTIES

### Compliance Management

Provide professional advice and guidance on a wide range of estates issues including major capital projects.

Working with the Health & Safety Manager, develop policies, emergency and operational procedures for effective management of Statutory Compliance.

Professionally audit/review Estates evidence and evidence-based management systems to assure compliance with relevant standards i.e., BSEN, CQC, HTM, HBN.

Compile a comprehensive library of Risk Assessment and Method Statements (RAMS) for all Estates related works.



Review RAMS for additional and capital works with 5 days of being presented.

Working with the Trust Emergency Planning Officer to ensure there is an effective Business Continuity Plan.

Lead on statutory returns specific to the estate's directorate, Estates Returns Information Collection (ERIC) and Premises Assurance Model (PAM). Responsible for developing and tracking all remedial actions.

Interrogate, critically analyse statistical data identifying and reporting trends pertaining to Estates Compliance.

Ensure the Trust CAFM system is up to date by maintaining a register of all estates assets via a change control process including asset collection of existing and new works.

Where necessary, write and review Risk Assessments and Method Statements for all Estates related assets.

Obtain and file all relevant certificates of compliance and insurance that we are required to hold.

Foster a culture of Statutory Compliance, Health and Safety and risk management.

Engender a culture of Quality Assurance developing such systems as required to provide suitable management assurance.

Participate in relevant internal / external programme meetings and working groups to provide information and expertise.

Liaise with the Capital and Estates teams to ensure refurbishment works are statutory compliant.

Work in unity with all hard service projects to ensure the successful transfer of services from projects to business-as-usual Estates teams.

To be fully conversant with all Engineering and Architectural drawings as well as materials and products used on hospital sites.

Communicate technical project related information with other professionals, both internal and external personnel, including senior managers, directors, to ensure that work undertaken conforms to all statutory and HTM requirements.

Represent the trust on internal / external Safety Groups or other compliance meetings as required.

Responsible for estates information and records to comply with operational, legislative and mandatory requirements in compliance with HC (86)13 and HSC 1999(053).

Undertake regular environmental quality inspection of premises services using a variety of methods, reporting to the Head of Estates and resolving any areas of concern.



Liaise with Estates & Facilities colleagues on matters which impact on Estates & Facilities services or health and safety.

Comply with and ensure that estates compliance staff comply with, Trust Standing Orders, Standing Financial Instructions, Tendering Procedures and EU Directives.

Review audits relating to premises owned by external organisations and occupied by the Trust.

## Leadership

To lead and manage Compliance assurance.

Ensure all estates compliance staff receive regular supervision and have Personal Development Plans.

Identify training needs and draw up programmes to meet those needs.

Build strong, collaborative relationships with colleagues across the wider Whittington Health understanding the compliant status of all our community sites.

Communicate frequently with a wide range of colleagues and other agencies including delivering complex messages through presentations, reports, chairing meetings etc.

Be an effective member of the Trust's Estates and Facilities team, demonstrating a commitment to the Trust's strategic objectives and vision.

## Development and Performance of the Estate

Develop with the Head of Estates strategies for the estate, to meet Trust service requirements both now and in the future.

Responsible for auditing compliance with Care Quality Commission outcomes relating to the estate.

Review development proposals for new premises advising on compliance issues.

To monitor and report on the effectiveness of the estates team compliance to HTMs, HBN's, H&S Act, following the compliance audit schedule.

To have a good understanding of and able to report on the requirements of COSHH, Asbestos regulations, control of Legionella within healthcare Premises, Medical gases, RIDDOR, LOLER, CDM regulations, the Electricity at Work Act and all relevant Health and Safety Regulations.

Provide estates advice on future service and major capital developments.

Responsible for developing all-encompassing reporting to highlight our compliance position and adherence to HBN's for Executive readership.



Prepare monthly multi-stranded monitoring reports for presentation within our performance meetings.

Analyse patterns of incidents, prepare initial analysis, identify risks, and report findings on various forums.

## Revalidation and Registration

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects, and supporting training.
- Ensure optimum use is made of working time.

## Equal Opportunities

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click: <http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> ”

## Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

## Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may

be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.



Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

## **Health & Safety Policy**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## **Safeguarding**

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

## **Data Protection**

This post has a confidential aspect. If you are required to obtain, process and/or use information in any format whether electronic or paper based, you should do so in a fair and

lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.



## Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

## Whittington Mission, Vision and Goals

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.

### Our mission

Helping local people live longer, healthier lives.

### Our vision

Provide safe, personal, co-ordinated care for the community we serve.

### Our goals

We have developed six key strategic goals to make sure we continue to support people to live longer, healthier lives.

- To secure the best possible health and wellbeing for all our community
- To integrate and coordinate care in person-centred teams
- To deliver consistent, high quality, safe services
- To support our patients and users in being active partners in their care
- To be recognised as a leader in the fields of medical and multi-professional education, and population-based clinical research
- To innovate and continuously improve the quality of our services to deliver the best outcomes for our local population

## Whittington Values

Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.



## Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

## Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

## No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

## Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

## Probationary Period

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.



# Person Specification

Post:	Compliance Manager	Grade:	7		Notes
Department	Estates & Facilities	Candidate Name			
Attribute		Essential	Desirable	How Assessed	
<b>Education / Qualifications</b>	Degree in an engineering discipline (electrical, mechanical, building services etc)	✓		A	
	Or				
	Professional knowledge plus additional specialist, management knowledge acquired through training and experience to Degree level equivalent.	✓		A	
	Professional Qualification/ Membership of an appropriate professional organisation		✓	A	
<b>Skills &amp; Abilities</b>	Ability to produce accurate, high quality management performance reports and complex documents, requiring attention to detail at all times.	✓		A/I	
	Excellent organisational skills and ability to prioritise own and team workloads to meet changing demands.	✓		A/I	
	Ability to work flexibly, under pressure and to tight timescales.	✓		A/I	
	Ability to communicate highly complex or highly sensitive information to deliver appropriate performance levels from staff / contractors.	✓		A/I	
	Excellent communication, presentation and interpersonal skills, including leading on public discussions often requiring delivery of	✓		A/I	

	<p>sensitive information with tact and diplomacy.</p> <p>Ability to analyse performance of Hard FM (estates) services in relation to performance targets (KPI's) and strategic objectives.</p> <p>Can provide professional advice in areas where expert opinion differs.</p> <p>Ability to use and edit computerised technical drawings (Computer Aided Design – CAD)</p> <p>Ability to use IT systems including Microsoft Word, Excel, Access and Project at an advanced level.</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	
<b>Knowledge &amp; Experience</b>	<p>Knowledge and experience of using CAFM systems, updating asset lists and running reports.</p> <p>A full understanding of current legislation relating to Health Estate regulations.</p> <p>Experience of developing business plans and strategies to deliver Hard FM (estates) services aligned to Trust business objectives.</p> <p>Experience of conducting complex audits using research methodology such as Estates condition surveys, legionella and asbestos surveys</p> <p>Experience of market testing, contract monitoring and managing estates services</p> <p>Estates Services experience in the NHS</p> <p>In depth knowledge and understanding of NHS Policy and technical guidance, ability to</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p>	<p>✓</p> <p></p> <p>✓</p> <p></p> <p>✓</p> <p></p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	

	interpret this to implement across the Trust				
<b>PERSONAL QUALITIES</b>	Team worker	✓		A/I	
	Work under pressure	✓		A/I	
	Motivated	✓		A/I	
	Values and respects others, treats everyone as an individual, is non-judgemental.	✓		A/I	
	Helps and co-operates with colleagues.	✓		A/I	
	Pro-active and takes responsibility.	✓		A/I	
	Willing to learn, open to change.	✓		A/I	
<b>Other</b>					

Completed by: .....

Date:.....

Offer post Yes/ No

Comments .....