

## JOB DESCRIPTION

### 1. JOB DETAILS

**Job Title:** Senior Project Fire Manager (Estate Operations)  
**Band:** 8a  
**Directorate:** Estates & Facilities  
**Location:** RCHT

### 2. JOB PURPOSE

The post-holder will be accountable to the Head of Estates for the successful delivery of High value and strategic development of Fire Improvement programmes. This position is for a Subject Matter Expert (SME) that has proven experience in providing sound and relevant direction on Fire safety, Strategy and design matters for a large portfolio of new developments that enhances life and property safety whilst providing business/operational resilience. Whilst specific targets and objectives will change, the core duties and responsibilities are to:

- Provide effective planning, project management and related professional services, in accordance with current best practice and applicable legislation, to enable the Trust to deliver fire projects which provide quality healthcare services including working to CDM regulations 2015.
- Be the responsible manager for Estates Capital Fire Spend circa >£2m+
- Be responsible for the development and management of the backlog fire projects programme and equipment replacement projects.
- Be the professional lead for the Trust's fire backlog capital projects, providing advisory and management services for the delivery of projects including appointment of professional project and design teams, procurement and contract strategy, selection of contractors and managing large and complex stakeholder group (both internal and external).
- Manage discrete and / or linked projects in the capital programme from initiation to full operational status, ensuring achievement of agreed benefits within agreed timescales and budgets set through the business case approval process.
- Implement best practice, project management methodology and internal project management framework ensuring agreed benefits are delivered within agreed timescales and budgets set by the business case/capital programme.
- Provide procurement and contract management expertise and be responsible for delivering the appropriate procurement strategies and contract forms for individual projects dependent on objectives.

- Be able and capable to provide a full range of line management functions for the Senior Estates Management team as appropriate including staff development, coaching and mentoring project teams on your specialism, resolution of issues and the development and implementation of operational policies and procedures within the department.
- Provide management of contractors and full supply chain management to ensure the successful delivery of all major fire backlog capital projects including SME assistance and advice to minor work projects.
- Support Strategic Projects Team and external consultants from initial inspection through project delivery to full remediation to ensure best practice approaches in line with government & HTM guidance is achieved.
- Provide best practice advice in relation to external façade systems, government and guidance requirements and risk mitigation.
- Support adoption of Building Information Models in line with the “golden thread” providing advice and guidance from BS 5644-1:2022
- Support project Teams and Fire Engineers, at all stages in the planning and build, providing fire safety best practice in line with appropriate standards and guidance.
- Deliver effective advice and support to Operations, Estates, Technical, Projects, Development and other wider teams to ensure Fire Safety best practice is maintained throughout the organisation.
- Continually develop, improve and implement all aspects of the Fire Safety Management System and other associated guidance including advice on the Fire Safety Policy documents.
- Provide support and assistance to Estates, Technical, Project, Operations teams, championing fire safety best practice in the development, maintenance, and design of fire safety systems, planned preventative maintenance and testing, post-build remediation works and projects.
- Supporting the Audit Team in the performance of their roles.
- Support the organisation in the adoption of legislative, sector and industry change eg Building Safety Act, Fire Safety Order.
- Maintain and continually improve the Fire Prevention Management Programme utilising data, emerging technology, effective communication, and best practice to prevent fire and false alarms within new and existing builds.
- Work with internal and external stakeholders (including Primary Authority, Authorised Fire Engineer, Fire and Rescue Services, Local Authority Building Control & Building Safety Regulators ) within the sector and wider industry to ensure RCHT continue to keep ahead of emerging topics and manages fire safety well.
- Provide guidance on and develop, improve, and implement role specific fire safety related training, and competency mapping. Also providing guidance and support for exercises and post fire investigations.
- Working with the Trust Operational Fire Safety team, Pro-actively monitor, assist in progressing and appropriately manage outstanding fire safety related works, fire risk assessment actions and fire impairments alongside colleagues.

## **2.1 Project Management**

- Provide visible support to the Head of Estates to improve efficiency in Fire project delivery and project management processes to help drive forward best value and high-quality development.
- Identify and implement specific procurement and contract delivery strategies for Fire projects.
- Facilitate and co-ordinate internal and external teams to ensure successful implementation of Fire projects.
- Be responsible to produce robust delivery plans and risk management strategies to deliver project benefits.
- Track and monitor project progress against agreed timescales, financial parameters, and quality standards.
- Regularly contribute to strategy reporting.
- Lead the development of Fire upgrade programme and appropriate risk-based prioritisation from the Fire Risk Assessments and Strategy surveys.
- Be responsible for the appropriate budgetary management of projects.
- Be responsible for the stakeholder engagement in a multi disciplined operational environment that has many competing goals for patient safety and care.

### **3. DIMENSIONS**

This post has responsibility for the management of internal and external staff and will have budgetary management for specific projects. The post requires a candidate with financial skills to demonstrate a track record of cost saving, business case development and delivery of process changes.

#### **Scheme of delegation for this post:**

- Appropriate to management level.

### **4. KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED**

The post-holder will:

- Be able to support the achievement of recurrent financial balance allocated to safely deliver the Fire Safety improvements function to the RCHT Estate.
- Be able to develop robust and effective partnerships with all key specialist stakeholder groups such as IPAC, Fire, Security, Radiation Protection Advisors, LABC, Fire Authorising Engineer, Building Safety Regulator.
- Contribute to the development of Policy to ensure the Trust is compliant with all statutory and technical standards for the delivery of major capital projects.
- Be able to act with a high degree of autonomy, managing own workload and overseeing highly technical projects.
- Can lead discussions and gain agreement from a range of stakeholders, often with differing priorities, within the set time constraints; occasionally this will require difficult risk-based decisions to be made regarding priorities in the best interests of the Trust, staff, and service users.
- Ability to develop outline and detailed business case proposals, aimed at improving service delivery and to support new clinical pathways.

- Ability to provide or obtain specialist advice on every aspect of project delivery and related services to support corporate activities and decision making.
- Work closely and collaboratively with all subsections of the Estates Department to ensure all aspects of Estates processes and plans are complied with and considered within strategic and strategy plans.
- Ability to understand and manage contracts relating to the Building Safety Act, CDM 2015.
- Ability to undertake any other reasonable duties as requested, this may include responsibilities not normally covered on a day-to-day basis.

## **5. KEY RESULT AREAS**

### **Professional / Governance**

- Deliver an effective customer focused planning and fire project management service to clients and contribute to the effective delivery of patient focused healthcare and safety.
- Determine and recommend suitable procurement routes for individual projects in accordance with the Trust's Standing Orders and SFIs with due reference to the Capital Investment Manual and NHS Guidance.

### **Managerial**

- Support the implementation of Estates and Facilities policies across the Trust.
- Work in partnership with the Finance Department to report against backlog projects and minor works capital allocations, including capital reporting and management to ensure that each aspect of the scheme is delivered on time and within budget.
- Refine information systems in accordance with latest best practice to monitor the fire capital projects and provide necessary reporting data.
- Lead on completion of fire project records in line with building regulations, legislation, and Department of Health requirements.
- Lead on technical and commercial issues with contractors which requires understanding of complex issues of significant value.

### **Risk**

- Manage Projects specific Risk Registers and support management of corporate risk register.
- Ensure that comprehensive risk assessments and method statements are put in place for all fire projects.
- Ensure that fire capital projects have comprehensive risk registers which are refined as projects transfer from concept stage into construction.

### **Education and Training / Self Development**

- Identify own training and development needs and undertake appropriate training / education as required.
- Ensure continued professional development is maintained for oneself and responsible departments.
- Participate in an annual individual performance review process where objectives will be agreed, performance monitored, and personal development needs discussed.
- To attend all statutory and mandatory training as and when required to do so.
- Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the Trust's Health and Safety Policies.
- Carry out light physical effort as part of day-to-day duties including walking around site and driving to and from other Hospitals both within and outside the county.
- Adhere to all Trust Policies as applicable.

### **6. COMMUNICATIONS AND WORKING RELATIONSHIPS**

The post-holder will be required to communicate with a wide range of individuals and groups, both internal and external to the Trust. Key working relationships and communications are:

- To report to the Fire Safety Manager, Head of Estates and Director of Estates on all matters related to fire project reporting.
- To have excellent and effective interpersonal communication skills by influencing change across RCHT working closely with senior managers, specialty directors and staff.
- To have proven ability to take responsibility, make decisions with information available and demonstrate leadership.
- To ensure that there is an efficient and effective interface with stakeholders, including clinical staff as well as managerial staff.
- To present complex project information that may be contentious to small groups throughout the Trust.
- To lead on discussion to gain agreement from stakeholders will be paramount and may require prioritising on decisions.
- To ensure conformity in respect to statutory obligations and other related duties and directives, liaison with external parties such as local government departments will be necessary.
- Work with the external contractors and effectively manage the supply chain.

### **8. MOST CHALLENGING PART OF THE JOB**

- Negotiating with and influencing clinicians and senior managers over projects and changes to the use of space and changing the organisation's culture towards better service provision and more effective use of the Estate.

### **9. OTHER**

- The post-holder must comply with all RCHT Policies and Procedures.

- The post-holder must work within infection control guidelines to ensure that work methods do not constitute a risk of infection either to the health care professional, to the client or to any persons working / visiting in RCHT premises.
- This job description is subject to the Terms and Conditions of service of Royal Cornwall Hospitals NHS Trust, and the post-holder will undertake any other duties which may be required from time to time.

**THIS JOB DESCRIPTION IS SUBJECT TO REVIEW IN CONSULTATION WITH THE POST-HOLDER**

## **10. JOB DESCRIPTION AGREEMENT**

Job holder's Signature:

Date:

Head of

Department Signature:

Date:

Title:

Please note:

**The Royal Cornwall Hospitals Trust is a non-smoking organisation. Smoking will not be permitted on any of the sites by staff in trust uniform and / or wearing a trust identification badge in any location, in vehicles owned or leased by the Trust or in the homes (including gardens) of any patients visited at home**

## Person Specification for the post of Senior Project Fire Manager – Band 8a

All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<p>Minimum degree level (or equivalent) qualification in a building service and/or construction safety related discipline (Fire safety Design, Inspection and project delivery).</p> <p>Membership of an appropriate professional body (e.g., Institution of Chartered Surveyors or Engineers, institute of Fire Engineers MIFireE minimum grade or equivalent Fire specialism).</p> <p>Commitment to Continuing Professional Development (CPD) beyond degree level.</p>	<p>Fire Engineering Design.</p> <p>Level 4 Operational Management</p> <p>FDIS Diploma</p> <p>Full and complete CPD file appropriate to the role.</p> <p>HTM 05-02 Fire Safety in the Design of Healthcare premises.</p> <p>Level 4 Fire Inspector certification</p> <p>Level 5 Fire engineering</p> <p>HTM 05-03 Fire Safety in the NHS: Operational Provisions</p>

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	<p>Demonstrable experience at working as a senior operational or strategic manager in your field of expertise.</p> <p>High level of experience of working in a senior estate's role managing capital projects.</p> <p>Fully conversant with Technical drawings and building notes</p> <p>Experience of working with key stakeholders e.g., Council, Departmental Directorate, Enforcing Authorities, HSE, Building Safety Regulator, Trust Board, Patient Groups.</p> <p>Leading multiple professional teams.</p> <p>Business case development for major projects.</p> <p>Understanding risk and management systems.</p> <p>Effective budget management skills, and experience of managing high value budgets on time, and within allocated resources.</p> <p>Detailed experience and knowledge of Health &amp; Safety legislation within the construction environment (CDM 2015)</p>	<p>Experience of working within acute NHS Trust.</p> <p>Experience in design and remediation of Fire compartmentation in complex buildings</p> <p>Conversant with emergency evacuation, Phased, progressive and defend in place.</p> <p>Experience of interpreting Department of Health policies, fire legislation, design, and technical memorandum.</p> <p>Working knowledge of Procure 22/23 Framework</p>



ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)</b>	<p>Highly developed verbal and written communication skills.</p> <p>Ability to work constructively and communicate with a wide range of professionals and staff at all levels.</p> <p>Ability to manage and meet priorities and deadlines.</p> <p>Good technical skills in standard business systems (e.g., Microsoft office).</p> <p>Analytical skills, drawing out key points and analysing complex data.</p> <p>Preparing and presenting reports on complex issues to a range of audiences.</p> <p>Personal and professional demeanour and credibility that generates trust and confidence in others.</p>	<p>Ability to conceptualise the end vision while attending to the detail.</p> <p>Able to develop cost effective and straight forward systems to convey complex messages simply.</p> <p>Leadership skills and able to influence across internal and external boundaries.</p>

## **Working Conditions / Effort**

**Physical effort:** The post holder may be expected to travel frequently between sites across the County.

**Communication:** This role will require the ability to switch between different groups of people with differing needs and tolerances.

**Mental effort:** the job requires frequent and prolonged concentration, and the ability to deal with frequent interruptions and unpredictable situations that require immediate attention and remedial action planning. There is also a requirement to undertake regular research and Continuous Professional Development (CPD) to ensure the post holder is keeping pace with the advancement in products, materials, and general industry processes.

The requirement to draft and submit accurate reports for detailed elements of the works will be a core requirement of this role. This will also be aligned with the requirement to draft and input into key Trust policies and processes for the effective running of the estate.

**Freedom to act:** The post holder has freedom to act based on his or her own interpretation of broad professional administrative and technical policies and has the freedom to initiate action within the policies.

**Emotional Effort:** There will be occasions when the post holder will be required to take charge of emotionally challenging situations and bring an element of calm and reason to the situation. The post holder will be required to use their inter-personal skills and experience to resolve any technical disputes and use their professional judgement to instruct the correct solutions, whilst maintaining a close control over the budget and time implications of any instructions. The post holder will be expected to manage difficult conversations with colleagues in a professional manner and within the stated values and behaviours of the Trust.

**Working conditions:** work is predominantly office or home based, and requires attendance at other sites, from time to time. The job may involve visiting both clinical and nonclinical departments. There is also a frequent requirement to use a computer, and to spend a considerable amount of time looking at a visual display unit (VDU).

**Print Name:**

**Date:**

**Signature:**