

Job Description

Post: Principal Project Manager

Band: 8b

Location/Base: Trust HQ

Responsible to: Head of Capital & Estates Operations

Main Contacts:**Internal contacts**

Members of the Board and Senior Management Team
Director of Capital, Estates & Facilities
Head of Capital & Estates Operations
Head of Facilities
Head of Sustainability – in relation to Energy Management and conservation issues
Estates maintenance and project teams
Trust procurement leads – in relation to correct methods of procurement in line with SFi's.
Trust Finance leads – in relation to Capital Planning Groups, project accounts and progress on spend;
Fire Safety Manager
All Trust employees as directed

External contacts

Consultant Architects, Engineers, CDM coordinators, Structural Engineers and other construction professionals in relation to estimates, tenders, quotation and Project execution.
Key external regulators (in particular the HSE, Fire Authorities, Local Authority and Environment Agencies).
Professional bodies in relation to the interpretation of standards, guidance and procedures.
Effective communications with all staff and other external agencies.

Job Summary

The Principal Project Manager will lead the tactical and operational delivery of the Capital and Infrastructure programme to deliver the strategic aims of the Trust. The role requires direct liaison with key stakeholders, Senior Managers and members of the Trust Board to provide clear and accurate information.

To act as the Trust single point of contact for all Governance, Operational, and delivery aspects of Capital Projects which can involve managing sensitive information and potential contentious situations to facilitate an equitable solution. Provide and receive highly complex, sensitive and potentially contentious information, present information

to large groups / communicate with internal staff and external service providers and stakeholders to ensure compliance with performance targets and strategic objectives. Formulate the development and implementation of the annual capital programme of projects contributing to monthly status reporting on capital spend and forecasting. This will involve managing projects with external contractors up to and including P23 programs of work.

To manage several large capital and non-recurring revenue projects from inception through to completion utilising internal resources and where necessary commissioning professional services and or external contractors in line with diligent procurement processes as defined in current Trust SFI's and policies (e.g., tendering). Provide commercial advice to the Trust on the most cost-effective solutions ensuring value for money is achieved. To act autonomously in identifying and taking action to manage risks relating to the delivery of Capital Projects, including holding suppliers and contractors to account for the contractual delivery of the works.

Provide expert advice and manage the effective contracting and delivery of Capital Projects in a healthcare setting and ensure that all works are delivered to the required national standards including but not limited to HBN's, HTM's and Building Regulations.

To support the more junior Project Managers, Head of Capital & Estates Operations, Head of Facilities, Head of Sustainability and Engineering Managers to deliver the capital programme including any managed equipment services and any minor capital schemes related to backlog maintenance.

Main Duties and Responsibilities

- As a senior member of the Estates and Facilities Team, contribute to the overall management of the Directorate's activities and the achievement of meeting the relevant corporate objectives for the Trust.
- Provide line management supervision and support to all relevant staff with sickness management, IPDR's, CEST and any personal development training, ensuring that all relevant Trust policies and procedures are followed.
- With the support of both internal and external resources, ensure the timely production of reports which may include the collation and presentation of information from contractors and other internal support functions e.g. Finance and Procurement. Contribute to the processing of applications for funding and updating relevant tracker sheets.
- Support with the development of the annual Capital Plan helping to formulate the future pipeline of capital projects, budgets and timescale for works to proceed.
- To develop and draft robust and accurate Business Cases for approval and to present these to the relevant groups / committees as required.
- Maintain accurate records of all Capital Projects to ensure an accurate and complaint record is maintained for audit purposes. This includes Standard Finance Institutions (SFI's), HBN's, HTM's, Building Control and any associated derogations.
- Support with the annual Capital Programme of works, ensuring capital project folders and file structures are set-up and correct budgets allocated. Including each individual project in the development of high-level cash flow forecast using

the 7 RIBA Stages of Work, to assist with meeting monthly and annual spend targets.

- Complete a monthly review of individual project folders and file structures to ensure the structure and document sets are correctly adhered to and completed at each stage of the project by all those involved.
- Monthly collation, draft and issue of monthly project reports for expenditure, to track committed spend vs invoiced spend, liaising with senior managers and Finance Leads to produce. Gain input from Finance Department to compile a monthly summary spreadsheet tracking the overall Capital Programme.
- Manage any individual large projects in size and complexity up to a typical project budget value of £5,000,000, ensuring full compliance with all relevant Statutory requirements, Trust Policies and Procedures, and Good Practice Guidelines.
- Coordinate and manage the feasibility, design, implementation and administration of large projects. Including the contracting process with the appointment of suitable external consultants.
- Where appropriate, obtain fee bids, appoint and brief external professional consultants and multi-disciplinary design teams. Ensure that the performance of these consultants is monitored and that critical information (policies, guidance and legislative documents) are fully understood and incorporated into the project.
- Where appropriate, develop scope of works, specifications and tender work in accordance with Trust policy and approved Frameworks to appoint and brief external contractors.
- Manage and/or coordinate the work undertaken on each project, including any in house services, external consultants and contractors to ensure the project is delivered to an agreed quality, on time and within agreed budgets.
- Coordinate a variety of workstreams to support the project holistically including: procurement, IT, commissioning, communications and operations.
- Ensure client / service users are consulted and involved in the development of the project design brief and Project Initiation Document (PID) and at each stage of the RIBA process.
- Where applicable ensure that BREEAM is applied to projects and suitable evidence is compiled to support the achievement of maximum credits.
- Ensure the Trust and Estates & Facilities policies and procedures are adhered to for all elements of the project including but not limited to:
 - Project Management, tendering and commissioning.
 - Appointing Consultants and Contractors.
 - Procurement and Raising Contractual Documentation.
 - Financial Control and Reporting.
- Ensure that each project is fully documented following the Capital Department documentation procedures, ensuring all relevant information appertaining to the project are retained electronically within the specific project file. Including the production of minutes of meetings, scope documents, cost plan and programme using current software applications.
- Gaining formal approval via the Capital Planning Group for changes to existing or approval for new capital budgets. Ensuring all expenditure is recorded and projects are completed within agreed cost budgets.
- Ensure all aspects of statutory and mandatory legislation requirements associated with allocated project work are adhered to. With particular reference to asbestos management.

- Coordinate the execution of suitable site surveys as part the feasibility stage of all major projects and ensure all results are adequately recorded and communicated.
- Ensure at all stages of each project that Trust and external Standards (e.g. HTM's and HBN's) are fully complied with and if not that clear approval for the derogation is approved by the Trust Board and Project SRO alongside other stakeholders.
- Coordinate the overview of contracts, contract changes, claims, contract non-compliance, and other contract related items prior to processing and acquiring approval, review Trust-Consultant / Architect and Trust-Contractor agreements as well as professional service agreements related to capital projects, as appropriate.
- Coordinate the application of design standards to projects, with the support of qualified engineering internal and external expertise for civil, mechanical and electrical engineering, IT, voice & data, furnishings, equipment and interior / exterior building design aspects.
- Use AutoCAD Drawing applications in the production of sketch's, drawings, schematics, and room data sheets for use in projects. Print and plot drawings and issue drawings using the Trusts preferred Drawing Register.
- Manage the production of appropriate programmes, which will deliver projects to agreed timescales. Including the production of programmes using current software applications.
- Ensure that there is a responsive and flexible approach in meeting the client needs and manage the working relationships between the project team, Trust departments and stakeholders
- Ensure a smooth and satisfactory hand-over of each project to the appropriate service, the Estates & Facilities Department and provide follow up support during the defects liability period as necessary.
- Ensure that all new projects documentation including test & commissioning and compliance documentation, manufacturer's technical information, as built drawings, along with project manuals including the Health & Safety file are handed over to Estates operational team and/or PFI partners.
- Undertake post project evaluation of selected schemes to identify examples of excellence, weakness and any learning opportunities from completed projects.
- Participate in Estates & Facilities compliance work as requested, supporting the review of the quality of care provided against fundamental standards.
- Lead and contribute to team and project meetings and training sessions.
- Contribute appropriately to all aspects of the Estates & Facilities Capital team's workload, thus helping to achieve the team and departments agreed objectives and goals.
- Keep up to date with relevant legislative, technology and good practice changes ensuring all Trust identified Statutory and Mandatory training is kept up to date.
- Develop a detailed knowledge of the existing estate.
- Solving incidents and problems by:
 - Adopting a logical approach to trouble shooting issues.
 - Use professional judgment to assess the delivery of services and work acting autonomously to investigate potential issues and address such issues proactively.
 - Asks the user questions, runs diagnostics and thoroughly collects information.

- Makes initial diagnosis of any problems and advises on known solutions where applicable.
- Provides an effective interface between users and service providers, including external commercial suppliers where applicable. This interface includes documenting problems, progress checking, and ensuring all diagnostic information is provided for error resolution and incident analysis.

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process

General Duties of all post holders

- To undertake any other reasonable duty, which is appropriate to the band, when requested by Senior Staff.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.
- To be aware of and work towards the Trusts strategic goals.

Standards of Business Conduct

- The post holder will be required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation with colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- The post holder must comply with and support the development of the performance standards within the service/department to ensure the service is responsive to and meets the needs of its customers.
- The post holder will be required to develop and maintain good working relationships with all patients, service users, staff, contractors and where appropriate, members of the public.
- The Trust aims to maintain the good will and confidence of its own staff, patients, service users, NHS contractors and the general public. To assist in achieving this objective it is essential that at all times, the post holder carries out their duties in a courteous, sympathetic and professional manner.
- All post holders who are members of a professional body must comply with standards of professional practice / conduct. It is the post holders' responsibilities to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.

Equality and Diversity and Equal Opportunities

- The post holder must carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies, avoiding unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders.
- The post holder must promote awareness of and respect for equality and diversity in accordance with Trust policies and procedures.
- The post holder is responsible for treating all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times.

Safeguarding

- Appointments to regulated and controlled activities require an enhanced DBS disclosure.
- Pennine Care NHS Foundation Trust (PCFT) employees have a statutory duty to promote the welfare of children and young people and to protect adults; enabling them to live free from harm, abuse and neglect.
- Engagement with safeguarding training, in line with responsibilities, is mandatory for all PCFT employees. PCFT employees must familiarise themselves with policies and procedures and adhere to these.
- It is the responsibility of all staff to report safeguarding concerns and familiarise themselves with who to contact in order to do this or seek further guidance.

Professional and Personal Development

- The post holder must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction Programme.
- The post holder will be involved in a formal appraisal and yearly conversations review with their manager at least every 12 months. Once performance / training objectives have been set, the staff member's progress will be reviewed on a regular basis, so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
- The post holder will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Confidentiality and Information Governance

- Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to confidential documents and information relating to patients, service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the NHS unless done in the

normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence has been established.

- All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.
- The post holder must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. The post holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.
- The post holder must work to the requirements of data protection laws as applicable to the UK, which includes the General Data Protection Regulations (GDPR).

Health and Safety at Work

- The post holder is required to take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to co-operate with the Trust in adhering to statutory and departmental safety regulations.
- The post holder is responsible for ensuring that they do not intentionally or recklessly misuse or interfere with anything provided in the interests of health safety or welfare e.g. misuse of equipment.
- The post holder is required to contribute to the control of risk and must report immediately, using the Trust Incident reporting system, any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public.
- All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

Infection Control

- Infection Prevention and Control is the responsibility of all Trust staff.
- All staff members have a responsibility to protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.

Sustainability / Net Zero Carbon

Pennine Care are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- **Energy:** Switch off non-essential electrical equipment / lighting when not in use. Report heating issues, building too hot / too cold to the Estates Team.
- **Water:** Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- **Waste:** Follow the Trust waste policy – Reduce – Reuse – Recycle do not overorder equipment / medicines. Healthcare waste must be disposed of in line with the Trust's waste management policy.
- **Biodiversity:** Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the estate team for further details
- **Transport & Travel:** Where possible lift share, cycle, walk or use public transport