

## JOB TITLE **Building Team Leader – Band 5**

### JOB OVERVIEW

- To assist in developing building solutions to operational issues.
- To develop excellent working relationships across all departments within the locality to enable various staff groups to achieve agreement in operational service issues.
- Provide and receive complex, sensitive and contentious information to ensure staff, contractors, etc discharge their duties safely and effectively.

### Main Duties of the Job

To work autonomously as a key member of the site locality maintenance team in providing a safe, comfortable environment for patients, staff and visitors. Ensuring all essential services are maintained to support clinical departments in their prime task of treating patients whilst ensuring all Statutory Legislation is complied with. Ensure the Health Board's site locality planned preventative maintenance building programme is maintained to ensure statutory requirements are met and patient services are supported. Take the lead operational building role in managing, along with the site operational managers, the building element of statutory maintenance programmes in critical areas, such as, Theatres, to ensure the Operating Environment is maintained to required standards to minimise closure and service disruption.

### Responsible to

**Reporting: Estates Officer**

**Accountable: Estates Manager**

**Professionally: Head of Engineering**

### Main Responsibilities

### **Communication/Relationship Skills**

- To assist in developing building solutions to operational issues.
- To develop excellent working relationships across all departments within the locality to enable various staff groups to achieve agreement in operational service issues.
- Directly manage building maintenance and minor works projects undertaken by direct labour or external contractors.
- Utilise motivational skills to enhance team performance, reassuring staff and implementing training when appropriate.
- Provide and receive complex, sensitive and contentious information to ensure staff, contractors, etc discharge their duties safely and effectively.

### **Knowledge Training and Experience**

- To understand and advise on legislative standards such as Building Regulations and apply guidance relevant to the maintenance function, ensuring compliance with the standards.
- Take the lead operational building role in ensuring all building installations function to the appropriate standard for their safe, effective use.
- To provide relevant leadership and specialist advice to a range of operational staff and external contractors in respect of building and minor developments.
- Ensure the Health Board's site locality planned preventative maintenance building programme is maintained to ensure statutory requirements are met and patient services are supported.
- Take the lead operational building role in managing, along with the site operational managers, the building element of statutory maintenance programmes in critical areas, such as, Theatres, to ensure the Operating Environment is maintained to required standards to minimise closure and service disruption.

### **Analytical/Judgemental Skills**

- Required to make judgements involving complex facts or situations and develop solutions considering impact on service provision.
- Co-ordinate the DLO Building Team to undertake Maintenance Schedules whilst maintaining and minimising disruption to other departments.
- Establish cost effective solutions to maintenance problems whilst working to the tight timescales required and considering budget restrictions.
- Undertake day-to-day management of operational maintenance in building, painting and carpentry to ensure best possible standards are provided within the resources allocated.

### **Planning and Organisational Skills**

- Plan and control work within the planned preventative maintenance scheme, reactive maintenance and repairs, minor works and improvements programmes.
- Assist the locality site based operational maintenance management team in the development and implementation of a range of programmes to ensure Planned Preventative maintenance systems are appropriate.
- Assist the operational managers along with the Health Board Design Team in employing consistent design processes throughout the minor works and discretionary capital projects, and ensure the implementation of the Organisations's Health & Safety, Fire Precautions, Policies and Procedures, etc.
- Assist the operational maintenance managers in a departmental review of the functions service performance and develop, implement and monitor systems for audit control and service improvement.

### **Physical Skills**

- Designated user of several IT systems used to manage standards/performance i.e. CAFM, ORACLE, etc.
- Regular use of fine tools and technical equipment.

### **Responsibility for Patient/Client Care**

- Responsible for ensuring that the necessary building maintenance systems are in place for the protection of patients, visitors and staff in all areas of the Hospital environment. (i.e. fire door checks, trip hazards, etc.).
- Responsible for ensuring Building and Infrastructure Appraisals are updated and Risk Assessments completed to prioritise urgent investment needs to Assistant Operations Manager.
- Develop and implement Health and Safety Policy for all maintenance staff employed by the Health Board and contractors employed on Maintenance systems.
- Ensure that the Planned Preventive Maintenance Schedule adequately manages out risks associated with patient care, e.g. fire checks etc.

### **Responsibility for Policy and Service Development**

- Responsible for formulating and implementing departmental policies and procedures, in agreement with the locality Site Operations Managers.
- Responsible for assisting the Site Operations Manager ensuring that policies and procedures are developed in line with current statutory legislation.
- Participates in risk management assessments to evaluate building backlog, repairs and breakdowns, target achievement and the evaluation of various policy implementation within the department.

### **Responsibility for Financial and Physical Resources**

- Authorised signatory for orders for maintenance supplies and replacements.
- Provide detailed estimates and quotations for client groups requiring minor works and improvements.
- To work within set budgets, without jeopardising statutory standards on the locality.
- Collate and monitor complex financial data for recharging to capital schemes.

### **Responsibility for Human Resources**

Day to day management of the direct labour building team including undertaking sickness and performance reviews which will involve imparting unwelcome news to staff.

- Supervise Maintenance and Contractor staff appropriately.
- Assist in the recruitment of staff at interview when required by the locality site operations manager.

### **Responsibility for Information Resources**

- Arrange work dockets and issue to relevant operational maintenance staff.
- Undertake quality checks to ensure standards are being maintained as required.

### **Responsibility for Research and Development**

- Assist the Site Estates Manager in the development of Policies and Procedures for Safe Working Practices, to be implemented across the Health Board locality teams.
- Implements audit recommendations and action plans, following a range of audits and reviews.

### **Freedom To Act**

- Supervises and advises external Contractors to undertake a range of minor works throughout the locality.
- Co-ordinates daily with the operational maintenance mechanical and electrical team leaders all maintenance activities, ensuring best use of resources and reduced disruption to service provision.
- Liaise with Consultants, Design staff and departments with regards to maintenance requirements, upgrading of Services and Minor developments.
- Provides operational construction advice to the building maintenance team.
- Plans and arranges minor works schemes ensuring detailed co-ordination of works with various client departments.
- Acts as a mediator when differences of opinion occur to ensure no conflict occurs within the department or with stakeholders.
- Adhere to the Health and Safety Regulations and other Statutory publications relevant to the Trust such as Health Building Notes.

Qualifications and Knowledge	Experience
<b>Essential:</b>  Minimum Qualification of ONC in construction.  HNC/HND in construction related activity.	Significant experience in an operational maintenance team.  Completion of a structured training program and/or /apprenticeship.  Comprehensive knowledge across all of the building trades.
<b>Desirable</b> (for use in shortlisting)  Degree in construction-related activity	Thorough knowledge of building legislation, regulations, health and safety, Health Building Notes, etc  Experience of a similar role in another healthcare organisation, with supervisory and management roles and responsibilities. (possibly smaller scale organisation).

Skills and Attributes	Other
<p>Good communication and negotiating skills.</p> <p>Ability to prioritise workload of the individual and the team.</p> <p>Be able to motivate others, leading by example.</p> <p>Good IT keyboard skills and the ability to produce typed documentation and data spreadsheet information.</p> <p>Ability to lead with minimal supervision.</p> <p>Sound knowledge of building construction and scheme management.</p> <p>Demonstrate a sound understanding of DDA, Contract Management, building regulations, HBN, HTM etc.</p> <p>Asbestos Awareness.</p> <p>Good organisational skills, be able to organise efficiently.</p> <p>Self-motivating and able to motivate others, setting and leading by example.</p> <p>Welsh Language Skills are desirable levels 1 to 5 in understanding, speaking, reading and writing in Welsh.</p>	<p>Ability to work at height using access from ladders, scaffold etc.</p>