

JOB DESCRIPTION

JOB TITLE:	Senior Capital Projects Manager
PAY BAND:	8a
DIVISION:	Estates & Facilities Division, Leighton Hospital
DEPARTMENT:	Capital Development
LOCATION/BASE:	Leighton Hospital
REPORTS TO:	Deputy Head of Capital Development

JOB PURPOSE

- To manage and fulfil the full range of duties in the implementation of building and engineering works as part of the Trust's Capital Programme.
- To deputise for the Deputy Head of Capital Development as the situation requires. To support the Deputy Head of Capital Development in the effective and efficient management of the total resources of the Department. To provide support in leadership responsibility for the Estates Development Department, ensuring the most effective planning, development and management of all services provided.
- To assist the Deputy Head of Capital Development on major projects, taking lead responsibility as directed.
- To prepare designs for major capital works in accordance with NHS Health Technical Memorandum (HTMs) and Health Building Notes (HBNs), British Standards and all current legislation.
- To take technical lead on identified issues related to the management of Estates, Building and Engineering works and providing accurate up-to-date advice as required.
- To provide a safe environment for patient's staff and visitors.
- To develop and maintain close and effective working relationships with the Head of Estates and the wider estates team to achieve an effective and integrated estates service.
- To commission and project manage major capital projects, act as project lead and manage staff/consultants within the projects team.

- To manage estates development staff.
- To develop and implement Capital policies and procedures.
- Budgetary responsibility within approved scheme limits.

SERVICE DELIVERY

- Provide and receive complex information, communicate estates policy and technical information to senior managers, undertake high level negotiations with contractors, consultant parties, local authority officers and other external bodies.
- Implement and deliver the Trust's Capital programme, in line with the Capital Procedures & Trust's overall strategies and standards. This should take into account the NHS plan, the Trust's Estates Strategy and other relevant local and national initiatives (estate and service provision).
- To be responsible for ensuring that all user briefings are carried out in a fashion that ensures the design solution fully reflects all clinical, functional and operational requirements of the users. Ensure all stakeholders are engaged in the process.
- To be responsible for ensuring that external design consultants are accurately briefed and their performance is managed and monitored.
- Lead project teams including external professional design consultants and contractors.
- Contribute to the overall management of the Capital team through participation in business planning, management team meetings and specific projects.
- Assist and support the Capital team in the achievement of the divisional and corporate objectives.
- Provide authoritative and sound professional advice to both the division and the Trust across the range of estate functions.
- To provide expert advice to senior managers and other senior colleagues.
- To analyse and judge complex facts, requiring analysis, interpretation, comparison of ranges of options.
- To make judgements across wide range of estates issues taking into account technical solutions/aspects, legislation, H&S, conflicting demands.

- Responsible for ensuring that capital projects are completed in accordance with relevant departmental procedures, agreed programmes and budgets, liaising closely with the Deputy Head of Capital Development.
- Ensure projects are handed over to the maintenance team in a timely manner.
- Ensure Health & Safety files are received from the contractors and checked for accuracy and completeness.
- Undertake feasibilities and issue formal reports.
- Prepare accurate pre-tender estimates and budget costs for projects.
- Develop long-term strategic plans for estates that are relevant and impact across whole organisation in support of Trust objectives.
- Implement Trust objectives.
- Contact with patients is incidental.
- Ensuring that capital developments provide a physical environment, which is safe, comfortable and equitably accessible to all patients, visitors and staff.
- Responsible for input into the service development and implementation across the Trust.
- Following completion of appropriate training and ongoing refresher training act as relevant Authorised Person for job role. Liaise with Authorised Persons and Authorised Engineers where required during projects.
- Participate in developing, monitoring and reviewing policies and standards relating to estates and facilities across the Trust.
- To work with others to develop and maintain positive relationships with both internal and external service users, ensuring the delivery of high-quality responsive services.
- To oversee and, where appropriate, project manage improvements and innovations in the quality of service delivery and patient care.
- To manage estates and major capital budgets with approved limits.
- To communicate project updates to senior managers and Trust Boards.
- To interrogate information provided by external professional consultants and advise the Trust accordingly.

- To authorise payment of capital works invoices.
- To alert the Divisional Management Team to developments within Divisions, identifying service and cost implications for the Estates & Facilities Division.
- To implement new practices/developments within Estates that influence the effective and efficient delivery of service.
- To be responsible for day-to-day supervision, checking and evaluating work of contractors, ensuring they are correctly supervised (in terms of construction work) on site to ensure quality is maintained and timescales are met.
- To embrace a culture that encourages the use of initiative, individual and team responsibility, open communication, fairness, equality and inclusivity. To ensure that time and resources are managed through effective support of teamwork, leadership and motivation across the Estates Department.
- Regular requirement to use computer software to develop and create reports, documents and drawings.
- To undertake/commission a range of estates condition surveys and audits in specialist areas such as asbestos, town and country planning.
- To interpret legislative and other policy requirements on estates and facilities for the Trust and advise the Deputy Head of Capital Development on appropriate estates related matters.
- To ensure that programming and coordination of allocated projects within the Trust Capital Programme are delivered in the most effective manner to align with the Trust strategic objectives.
- To ensure that commissions and orders are procured in the most effective manner and in accordance with statutory and Trust requirements and obligations.
- Expected sitting, standing, walking, climbing ladders, some physical effort.
- Light physical effort is required.
- Frequent concentration, work pattern unpredictable.
- Concentration for business plans, chairing meetings, PC work, and operational incidents, report writing, complex calculations and scheduling.

- Undertake 'Clerk of Works' duties and general supervision of works on-site to ensure compliance with drawings/specifications, compliance with Health and Safety legislation and to ensure a high quality of workmanship and value for money.
- Occasional exposure to unpleasant conditions with site visits.

GOVERNANCE

- Understand the Capital Investment Manual and the processes to follow.
- Ensure compliance with Trust policies, procedures and guidelines for self and others, by taking action/alerting senior management team if practice appears to contravene policy, or if concerned about any aspect of patient care.
- Support the systems for clinical and financial governance.
- Be responsible for managing capital project budgets in line with Standing Financial Instructions, Standing Orders, Schemes of Delegation and any current Cost Improvement programmes or finance initiatives.
- To ensure compliance with Health and Safety legislation and regulations and Health and Safety policies and procedures.
- Undertake the duties of Principal designer and Client under CDM regulations.
- Carry out risk assessments and check risk assessments and method statements from contractors prior to work commencing.

MANAGERIAL/LEADERSHIP

- Day-to-day responsibility for the supervision and motivation of staff within the Development team. Undertake appraisals and be responsible for absence management & potential performance issues.
- Assist with the recruitment and development of staff. Assess training needs and devise training plans for staff.
- Required to deal with staff, grievances and contractor's disputes.
- Develop and maintain systems and processes to promote a healthy, safe and secure working environment, ensuring compliance with legal and regulatory requirements, maintaining accurate documentation and reporting any concerns

EDUCATION/LEARNING

- Professional and specialist knowledge including legislation to degree level or equivalent Level including post-graduate courses; professional qualifications; and experience to master's level.
- Managerial, financial and strategic knowledge.
- Have a working knowledge of construction contracts (e.g., NEC) and the administration of the contracts.
- The post holder will be required to be proficient in the use of computer programmes such as AutoCAD, Revit and Microsoft Office Suite.
- To have highly developed physical skills with accuracy important, manipulation of fine tools and materials is required.
- Use of surveying, measuring and recording instruments.
- The post holder will require a high level of physical skills.
- Record personally generated information and own personal development.
- Take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn, including full participation in KSF/appraisal, supervision, action learning and by maintaining a professional/personal portfolio of learning.

CONTINUOUS IMPROVEMENT

1. Support the Trust's commitment to developing a continuous improvement culture by making everyday improvements as part of your job using Improvement Matters, the Trust's single continuous improvement approach
2. Role model the behaviours of an improver displaying; curiosity, humility, compassion, r effective practice, open-mindedness to try new ideas, self-discipline
3. Take personal responsibility for the role you play in actively contributing to creating a culture which promotes learning as opposed to blame and supports colleagues to embrace change

4. Coach and enable others to innovate and make improvements happen in their area of work using Improvement Matters as the Trust's single improvement approach

This job description is an outline of the role and function. It is not intended to describe all specific tasks.

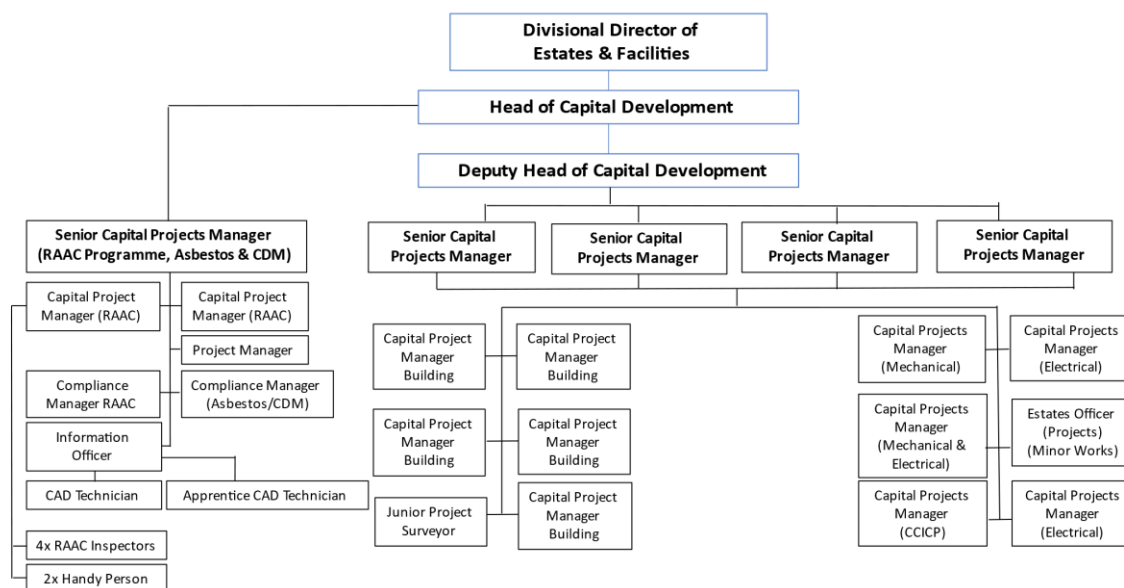
All staff at MCHFT have a responsibility to:

- Maintain active registration status
- Always act in accordance with professional Codes of Conduct and guiding documents
- Where applicable, always act in accordance with the Code of Conduct for NHS Managers,
- Maintain up to date skills and knowledge, and maintain an awareness of patient led service issues
- Maintain a professional/personal portfolio
- Adhere to all Trust policy, procedures and guidelines.
- Adhere to Trust standards of behaviour and expected performance
- Comply with Infection Prevention and Control (IP&C) policies and procedures as appropriate to their role and responsibilities in their individual work setting. Staff are required to be personally accountable for their actions and be responsible for their own compliance in relation to IP&C policies, protocols or advice. Work in accordance with local procedures and report health and safety risks and issues
- Where applicable to participate in and provide data on the efficacy of treatment
- All Managers should undertake the online IOSH Managing Safely course. This is mandatory for clinical staff above a band 6 who manage people

Mid Cheshire Hospitals NHS Foundation Trust is looking to ensure that we provide equity of services across seven days of the week. This post may be reviewed in line with this plan and in some cases an element of weekend working may be required.



**Estates & Facilities Division Capital Development Team
Organisation Structure**



File Index/C/Capital/Capital JD's/Capital Development Team Organisation Structure: Rev 4

PERSON SPECIFICATION – SENIOR CAPITAL PROJECT MANAGER – Capital Development

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>	<i>ASSESS BY</i>
QUALIFICATIONS KNOWLEDGE/ PREVIOUS EXPERIENCE	<p>Educated to at least degree level in a relevant discipline.</p> <p>5 years' experience of working in a similar role, within in a large diverse organisation leading a team delivering capital projects.</p> <p>Experienced Project Manager within either a building or MEP environment</p> <p>Thorough working knowledge of contract administration (NEC) & cost control</p> <p>Good working knowledge of Health and Safety legislation.</p>	<p>Chartered status in relevant discipline</p> <p>NHS experience</p> <p>Required to complete 'Continuous Professional Development'.</p>	A / I
SKILLS	<p>Excellent project management and communication skills</p> <p>Contract administration & cost control Skills</p> <p>Effective interpersonal and communication skills at all levels.</p> <p>Evidence of effective report writing.</p> <p>Ability to lead meetings and discussions with teams across the Trust.</p> <p>Good IT skills including CAD.</p> <p>Ability to prioritise own work, and that of the team.</p> <p>Initiative and willingness to take responsibility, able to motivate and direct staff.</p> <p>Car Driver.</p>		A / I
VALUES	<p>A commitment to quality and safety.</p> <p>Recognition of the importance of showing respect, dignity and compassion to patients and colleagues.</p> <p>A listening, learning and leading approach.</p>		

	<p>A commitment to work together to create the best outcomes.</p> <p>Must demonstrate the Trust's values around both raising concerns at work and treating others who raise concerns.</p>		
BEHAVIOURS	<p>Must be willing to act as a role model.</p> <p>Must be willing to take personal responsibility.</p> <p>Must have the courage to speak up.</p> <p>Must value and appreciate the worth of others.</p>		
PHYSICAL REQUIREMENTS	<p>Good attendance record.</p> <p>Ability to perform a wide range of duties according to the Job Description.</p>		<i>A / I</i>

KEY: Application form = A Interview = I