



## JOB DESCRIPTION

Calderdale & Huddersfield Solutions Ltd

Post Title: Project Coordinator (Capital Development)	Post Reference: JD--	Grade D
<p><b>Summary of the Role:</b></p> <p>To work as a key member of the departments capital development team and to provide expertise and effective coordination of the annual capital programme. To assist with the development of capital works, policies, environmental impacts and Trust business development as part of an integrated team.</p> <p>To work closely with the Head of Capital &amp; Senior Estates Officer to provide an effective management and delivery of cost efficient, quality and performance driven professional estate development and capital project management service, within agreed guidelines and objectives, delivered to Calderdale and Huddersfield NHS Foundation Trust.</p>		<p><b>Reports to: Senior Estates Officer (Capital Development)</b></p> <p><b>Base / Location:</b></p> <p><b>Estates, HRI</b></p>
<p><b>Key Responsibilities</b></p>		
<ul style="list-style-type: none"> <li>▪ To support the Head of Capital &amp; Senior Estates Officer in all aspects of project delivery including arranging meetings, taking minutes, and coordinating actions.</li> <li>▪ To provide research, coordination and liaison support in progressing capital works schemes</li> <li>▪ To provide advice, guidance and support to the senior management team in all aspects of capital scheme delivery</li> <li>▪ To liaise with designers, consultants, contractors and all key stakeholders regarding the design and construction of minor and major works schemes.</li> <li>▪ Liaise with the estates maintenance team and coordinate inhouse works and isolations relating to assigned schemes.</li> <li>▪ To manage a list of approved contractors, ensuring they meet required standards ie: public &amp; employer liability, qualifications &amp; training. Where possible measure performances AND PREPARE Key Performance Indicators.</li> <li>▪ To support the Head of Capital &amp; Senior Estates Officer to ensure services are delivered in compliance with relevant statutory and regulatory requirements, NHS Guidance (HTM &amp; HBN), contract specifications, performance management systems, key performance indicators and contractual obligations.</li> </ul>		

<ul style="list-style-type: none"> <li>▪ Contribute to the development and dissemination of policy and guidance in line with NHS and Trust priorities and operational needs to ensure that staff can make well-founded management decisions.</li> <li>▪ Act as local champion for sustainable property use and development by raising awareness, promoting the availability of expertise and the contribution that the function can make to Trust-wide objectives, to enable managers and other disciplines to take full advantage of the specialist advice available.</li> <li>▪ Maintain &amp; develop the Trusts records as appropriate and contribute to the effective management and wider sharing of knowledge and information to develop and promote involvement in and understanding of the Trust's estate.</li> <li>▪ Participate in appropriate internal and external meetings and forums to ensure the delivery of a complaint estate service and assist in the future development of the Trust estate and to ensure that regional and national policy is implemented at local level.</li> <li>▪ As directed, to ensure that the management of notices from the Department of Health and NHS Estates are acted upon and objectives met.</li> <li>▪ Assist in the development and maintenance of the Building Information Modelling (BIM) as well as providing assistance to others towards the Trust's performance against any other appropriate standards.</li> </ul>	
Duties and Responsibilities of the Post	Working Relationships & Contacts
<p><b>Communication and Relationship Skills</b></p> <ul style="list-style-type: none"> <li>▪ Receive, review and interpret a range of complex information in relation to the provision of estates services, ensuring, where relevant, that such information is communicated up to Director Level.</li> <li>▪ Develop and maintain relationships with key stakeholders across Trust, Commissioners, City Council, General Practitioners, Acute Trusts, CCG and NHS England, ensuring constructive dialogue and opportunities to develop services.</li> <li>▪ Assist in the development or amendment of any estates services related technical policy.</li> <li>▪ Communication both written and verbal, to all levels of staff relating to the provision of estates services.</li> <li>▪ Ensure clear and consistent communication with all staff groups, ensuring staff awareness of service priorities, plans and objectives.</li> <li>▪ Prepare reports as requested by the Senior Estates Officer (Capital)</li> <li>▪ Support the Equality &amp; Diversity Agenda within the Directorate.</li> <li>▪ Meet with clients to discuss scheme specifications and planning and delivery of estates services in liaison with service users and providers.</li> <li>▪ Assist in the development and implementation of changes to the scope of schemes including any changes in statutory and mandatory requirements and reporting any such change to the Senior Estates Officer (Capital)</li> </ul>	

- Liaison with associated enforcement agencies to ensure that all estates services, contracts and works are compliant with any statutory and mandatory requirements.

#### **Knowledge, Training and Experience**

- Assist with providing detailed technical information and advice to all users, clients, contractors and associated NHS networks relating to the provision of estates services.
- Undertake such training as required to fulfill the responsibilities of the post as agreed with the Senior Estates Officer (Capital)

#### **Analytical and Judgmental Skills**

- Responsible for the analysis and interpretation of complex data and performance information related to the delivery of estates services. Assess and manage any required action using own judgment and initiative.
- Support the Senior Estates Officer (Capital) with the development of option appraisals for Trust Senior Managers related to any required changes in technical, operational, contractual obligations or duty of care.
- Ensure all technical information received or developed is disseminated to the appropriate project leads in a suitable format in order for the Trust to fully understand the content and any possible implications it may have.
- Collate, arrange and deliver performance information and provide monthly reports for all estates services.
- Develop and implement any required changes to the provision of estates services as a result of research or received information.
- Responsible for undertaking detailed and effective benchmarking information to assess the effectiveness of Capital Development Services.

#### **Responsibility for Patient Care**

- Responsible for ensuring that all estates services issues are responded to in an effective and timely manner to support and enhance patient experience and care.
- Give clear information to patients and visitors when asked or during incidental contact.

#### **Responsibilities for Financial and Physical Resources**

<ul style="list-style-type: none"> <li>▪ Working closely with the Senior Estates Officer (Capital) to ensure all estates services are delivered in accordance with Trust Standing Financial Instructions, within budget and that CIP programmes are developed and implemented.</li> <li>▪ Working closely with the Estates Officers and other advisors in the production of detailed service specifications and tender documentation in respect of the procurement of estates services contracts.</li> <li>▪ Identify and action any poor practice which may result in financial loss to the Trust and report such to the Senior Estates Officer (Capital)</li> </ul> <p><b>Responsibilities for Human Resources</b></p> <ul style="list-style-type: none"> <li>▪ Working closely with the Senior Estates Officer (Capital) to be responsible for ensuring that all estates services staff receive appropriate training for their area of work in accordance with National NHS Guidance, current legislation and Health &amp; Safety guidance.</li> <li>▪ Working closely with the Senior Estates Officer (Capital) to be responsible for ensuring staffing levels are maintained.</li> <li>▪ Responsible for staff motivation and management of grievance and disciplinary matters where required.</li> <li>▪ Undertake all such reasonable other duties as may be required as part of the role.</li> </ul>	
<p><b>Health and Safety</b></p> <p><b>Healthcare Associated Infection</b></p> <ul style="list-style-type: none"> <li>▪ Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Company/Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene including the 'naked below the elbow' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Company has the responsibility of ensuring that adequate resources are available for you to discharge your responsibilities.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>▪ The Company, via the Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.</li> </ul>	

<ul style="list-style-type: none"> <li>▪ The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should contact your line manager immediately or in their absence your Director. Out of hours contact should be made with the Trust's on-call manager through switchboard.</li> <li>▪ The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours by asking for the Named Professionals for Safeguarding Children or Adults respectively.</li> <li>▪ The policies and procedures described below are located on CHFT's intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training <ul style="list-style-type: none"> <li>○ CHFT Safeguarding Children Policy</li> <li>○ Safeguarding Board Procedures for Children (<a href="http://www.calderdale-scb.org.uk">www.calderdale-scb.org.uk</a> or <a href="http://www.kirklees.gov.uk/safeguarding">www.kirklees.gov.uk/safeguarding</a>)</li> <li>○ CHFT Procedure for Managing Allegations of Abuse Against Staff who Work with Children/Adults</li> <li>○ CHFT Safeguarding Adults Policy</li> <li>○ Safeguarding Board Procedures for Adults (<a href="http://www.kirklees.gov.uk/safeguardingadults">www.kirklees.gov.uk/safeguardingadults</a> or <a href="http://www.calderdale.gov.uk">www.calderdale.gov.uk</a>)</li> </ul> </li> </ul>	
<b>Probationary Periods</b>	
<ul style="list-style-type: none"> <li>▪ All staff new to Calderdale and Huddersfield Solutions are required to undergo a 6 month probationary period (with the exception of staff on temporary or fixed term contracts for 6 months or less who are subject to separate arrangements).</li> <li>▪ All existing CHS staff transferring internally to a new post within the company are required to undergo a modified probationary period of 3 months.</li> </ul>	
<b>Equality Impact</b>	
<ul style="list-style-type: none"> <li>▪ Calderdale and Huddersfield Solutions aim to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.</li> </ul>	

<b>Job Dimensions:</b> <ul style="list-style-type: none"> <li>○ (problem solving, decision making, impact, resource management including value, working environment, responsible for staff &amp; equipment)</li> </ul>	<b>Performance Measures and KPIs</b>
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<b>Person Specification:</b>			
<b>Knowledge &amp; Skills:</b>	<b>Experience</b>	<b>Qualifications</b>	<b>General</b>
<ul style="list-style-type: none"> <li>▪ Detailed knowledge and understanding of estates services. (E)</li> <li>▪ A sound experience of managing asbestos containing materials (ACM's) within non-domestic Properties(D)</li> <li>▪ A sound knowledge of building and engineering services maintenance and installation (D)</li> <li>▪ previous control of and experience to budget control and management. (E)</li> <li>▪ Excellent personal organizational (E)</li> <li>▪ Proven ability to produce detailed reports and Business Cases to Board level relating to estates services provision.(D)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to participate in service evaluation activities and processes (D)</li> <li>▪ Able to support the development of supplier performance metrics and contract performance systems and in briefing Senior Management using Key performance and Performance Indicators if appropriate. (E)</li> <li>▪ Able to help to develop associated estates works and service specifications and tender documentation as part of commissioning and procurement processes (E)</li> <li>▪ Demonstrable ability to assist senior managers with the establishment of new estate systems and service delivery models. (D)</li> <li>▪ Able to ensure that all estates services activity meets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Associated AP training certification (D)</li> <li>▪ IOSH Managing Safely or equivalent (E)</li> <li>▪ Evidence of continuing professional development (D)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Able to fulfill the health requirements of the post as identified in the Job Description, taking into account any reasonable adjustments recommended by Occupational Health</li> <li>▪ Must be eligible to work in the UK.</li> <li>▪ Ability to work in various locations throughout the network of services provided by the Company/Calderdale and Huddersfield NHS Foundation Trust.</li> </ul>

	<p>legislative requirements through professional knowledge and, where required, liaison with professionally advisors e.g. Authorising Engineers. (D)</p> <ul style="list-style-type: none"> <li>▪ Experienced and understanding of the NHS procurement process.(D)</li> <li>▪ Experience of cross team working to determine best fit service provision through market testing and benchmarking activities (D)</li> </ul>		
<ul style="list-style-type: none"> <li>▪ <b>Core Principles:</b></li> <li>▪ <b>We put the patient first</b></li> <li>▪ <b>We go see</b></li> <li>▪ <b>We do the must dos</b></li> <li>▪ <b>We work together to get results</b></li> <li>▪ <b>Core Behaviours :</b></li> <li>▪ <b>The attitudes and behaviours we expect from each other can be found in the staff handbook for new employees</b></li> </ul>	<b>Additional requirements:</b>		
<ul style="list-style-type: none"> <li>▪ <b>Core Leadership Behaviours:</b></li> <li>▪ <b>To act as a role model for the Company.</b></li> <li>▪ <b>Supportive</b></li> <li>▪ <b>Responsive</b></li> <li>▪ <b>Compassionate</b></li> <li>▪ <b>Honest</b></li> </ul>			