

## EMPLOYMENT CRITERIA / PERSON SPECIFICATION

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

<b>Post Title</b>	Head of Estates Operations	<b>Directorate/Department</b>	Estates, Facilities and Capital Development
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<b>Assessment Method Key</b>	
(Note for candidates: This is not an exhaustive list and if you have any questions about the assessment methods listed, please contact the team member named on the job advert.)	
<b>Interview</b>	These criteria will be assessed during an interview, should you be shortlisted.
<b>Application</b>	These criteria will be assessed at shortlisting; therefore anything not advised in your application can not be scored.
<b>Presentation</b>	During an interview you may be asked to produce a presentation, this is when these criteria will be assessed.

Qualifications / training required			
Requirements	Assessment Method	Essential	Desirable
Demonstration of relevant engineering, construction and / or engineering building services training. Professional knowledge acquired through a Building Services; engineering degree or equivalent + specialist knowledge acquired through post graduate courses and experience to masters level equivalent.	Application	X	
Specialist training, such as that required to hold the position of 'Authorised/Responsible Person' and/or 'Senior Operational Manager', under the Department of Health's Technical Memorandum (HTM) 00: Policies and principles of healthcare engineering.	Application	X	
Excellent IT skills – MS Office Suite (Projects, Excel, Powerpoint and Word), AutoCAD, CAFM systems. Good knowledge of the operational use and potential of maintenance systems such as PLANET FM and MiCAD etc.	Application	X	

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Membership of an Appropriate Professional Engineering Institution, competent to Incorporated Engineer or equivalent.(Leading on to Chartered Status)	Application	X	
Master degree or equivalent specialist knowledge in healthcare design and construction delivery	Application/Interview		X
Business/management qualification	Application		X
NEBOSH General Certificate	Application		X
Chartered Engineer status			X
<b>Previous or relevant experience necessary</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Considerable previous experience at a senior level in the engineering and/or building construction industry including site supervision of contractors and in-house teams, working to complex programmes and delivery schedules.	Application/Interview	X	
Significant operational management experience in a healthcare or similar complex estate environment. Understanding of best practice strategies and methodologies for effective asset management, including PPM.	Application/Interview	X	
Effective service performance management of both in-house maintenance teams and external Consultants & Contractors to appropriate standards and specifications.	Application/Interview	X	
Management of professional level staff across building services disciplines.	Application/Interview	X	
Have the ability to manage delegated budgets, expenditure and cost control on delegated maintenance services.	Application/Interview	X	
Be able to interpret, highly complex data for construction, engineering services and performance and act on them in both paper and computer format.	Application/Interview	X	
Good working knowledge of Engineering, Construction Design & Management Regulations.	Application/Interview	X	

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Significant experience operating at head of service level	Application/Interview	X	
Managing strategic and operational change. Including the impact on assets, resources, services & staff and developing new ways of working	Application/Interview	X	
Reporting to and working at Committee level	Application/Interview	X	
Proven contract and project management experience delivering project on time	Application/Interview	X	
Effective communication, presentational and reporting skills	Application/Interview	X	
Positively managing staff including performance and personal development	Application/Interview	X	
Highly developed technical/ knowledge	Application/Interview	X	
Budget management. (revenue pay & non pay)	Application/Interview	X	
Preparing of business cases to support investment	Application/Interview	X	
Experience in procuring and delivering contracts	Application/Interview	X	
Experience of Reading and interpreting CAD drawings	Application/Interview	X	
Awareness of the wider DH/NHS environment, ability to interpret policy and consider impact on asset, estate and FM services	Application/Interview	X	
<b>Aptitudes and skills required</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Provide professional management and leadership skills, in all situations, day to day and in the event of emergencies.	Application/Interview	X	
Awareness of current statutory, mandatory, and good practice standards and regulations.	Application/Interview	X	
Ability to analyse or compare a range of options and appropriately advise non-technical staff.	Application/Interview	X	
Customer focussed at all times.	Application/Interview	X	
Able to work under own initiative and with a multi discipline team of diverse professions	Application/Interview	X	
Be able to motivate others to complete works to client's satisfaction.	Application/Interview	X	

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Be aware of the business-critical issues and balance this with the needs of patients, staff and visitors.	Application/Interview	X	
An ability to work under pressure demonstrating the need to react quickly, effectively, and safely to changing circumstances	Application/Interview	X	
Ability to think and manage strategically and operationally	Application/Interview	X	
Ability to challenge the status quo	Application/Interview	X	
Ability to work under pressure and constantly achieve within tight timescales	Application/Interview	X	
Tenacious about safe systems of work and the environmental impact of the hospital.	Application/Interview	X	
Awareness of NHS Guidance and Codes of Practice for building services and site operation	Application/Interview	X	
Lean and Six Sigma methodologies for improving efficiency and consistency across the department.	Application/Interview		X
Write high level reports (Board Level)	Application/Interview		X
SQL database and MS MRSS knowledge and experience	Application/Interview		X
<b>Special requirements of the post</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Must have a full driving licence.	Application and Interview	X	
Must be able to take part in the senior manager on-call roster and be able to attend site	Application and Interview	X	
<b>Values and behaviours</b>			
<b>Requirements</b>	<b>Assessment Method</b>	<b>Essential</b>	<b>Desirable</b>
Able to demonstrate behaviours that meet the Trust Values <ul style="list-style-type: none"> <li>• Patients First</li> <li>• Always Improving</li> <li>• Working Together</li> </ul>	Application and Interview	X	