

# Job Description

Job Title:	Our Future Hospitals Technical Director
Band:	AFC Band 9
Base:	You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
Reports to:	Reconfiguration Programme Director
Accountable to:	Deputy Chief Executive, Programme SRO

Find out more about working with us:

<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

<b>Job Summary</b>	<p>The Technical Director will lead the development - including the construction and commissioning stages - and the management of plans to develop the new hospital buildings as part of 'Our Future Hospitals' Programme, in line with the vision and objectives of the National New Hospital Programme. You will provide specialist technical expertise in order to lead the delivery of the operational aspects of the Programme, including the construction of the design and estate infrastructure for the new facilities. You will be responsible for leading the procurement and work of the design team, the construction partner and other contractors. As the trust expert in the technical and construction field, you will be required to interpret new hospital programme guidance, and NHSE standards and policy to ensure compliance and delivery of facilities which meet the required quality.</p> <p>You will take the hand-off of the new hospital architectural design briefs, based on work produced by clinical and non-clinical workstreams, ensuring that the Trust maximises resources and that the new accommodation supports the vision for services at the new hospital site. You will be responsible for developing infrastructure plans for the site and will work with the team with regards to phasing and decants. You will be responsible for the management of the construction partners to achieve the requirements of the brief, within the delegated budget and in accordance with the approved delivery programme.</p>
<b>Budget</b>	<p>The post holder will be responsible for negotiating, procuring and managing the construction and associated professional fee budgets for multiple contracts associated with the 'Our future hospital programme', up to £1bn.</p>
<b>Staff</b>	<p>Accountable for the full internal OFH capital team ensuring that all aspects of performance, attendance, training and appraisal are addressed in accordance with Trust Policy, but in addition for the professional and advisory team supporting the programme.</p> <p>Work hand in hand with the health-planning team to ensure clinical and operational alignment of the programme, and link in with the full estates and facilities teams to ensure hard and soft FM issues are taken account of in design.</p>
<b>Policy</b>	<p>Responsible for the development of the design policy documentation to meet National Standards and Policy; and ensure delivery of the New Hospital Programme Hospital 2.0 standards: including building standardisation, net zero carbon, Modern Methods of Construction.</p>

## KEY WORKING RELATIONSHIPS

- Internal relationships with the CMG and Corporate Areas senior teams
- UHL and ICB Executives, and Non-executives
- Professional groups and bodies
- NHSE estates
- NHSE approval teams and NHP
- Corporate areas
- External organisations including advisors and subject matter experts
- Local, regional, national teams

## KEY RESULT AREAS

### Summary

- Lead the development and implementation of the engagement strategy for tier one construction partner; negotiate and manage the contract to ensure delivery of multi-million pound buildings across 3 sites.
- Provide specific specialist leadership regarding the management of major construction projects and contracts, ensuring that national policy is interpreted into the design.
- Provide board level assurance relating to capital / technical systems and processes.
- Provide insight to support management of construction contractor relationships.
- Lead the contractual negotiation for the Design Team, professional, and specialist advisors.
- Manage the design process and construction delivery within the capital envelope.
- Deliver the Commercial chapter and contribute to the Management chapter of business cases.
- Manage costed contractual risk.
- Drive cost-effective procurement and management of professional services.
- Identify and fill resource gaps within the internal and external reconfiguration and delivery teams; using capacity and capability frameworks, create and delivering a training needs analysis
- Lead the management of architects, cost and project management advisors, and tier one construction contractor.

### Technical Development & Delivery

1. Lead on the development and management of plans to develop the new hospitals in line with the vision and objectives of the wider Programme and UHL Strategy, including managing the delivery of outputs of a series of working groups focused on:
  - manage the design team to develop the hospital design including working with clinical and non-clinical staff, external advisors and partners to determine the preferred design and location of the future hospital on site;
  - co-produce the design brief including identifying non-clinical requirements for corporate, estate and FM services;
  - Developing the procurement strategy for securing a construction partner and overseeing the agreement and management of the construction contract.

2. Lead the delivery of the Programme through the construction and commissioning stages by managing the administration of the design and construction contract and liaising with other stakeholders as necessary. This will include issuing instructions to the construction partner; the certification of valuations; and monitoring and supporting the construction partners so that progress is sustained and accurately reported to meet the Programme objectives of achieving the requirements of the brief, delivering the hospital into clinical services on time and ensuring that the Programme is delivered within the approved budget.
3. Lead on the operational aspects of the programme, including defining non-clinical and site-wide infrastructure requirements; providing advice on all critical infrastructure on site, pre- and post-design.
4. Lead in developing the brief for non-clinical services including developing the brief for corporate, estates and FM services; developing the brief for infrastructure requirements including defining energy, defining IT and equipment needs and identifying the needs of other facilities on site such as retail and restaurants.
5. Lead the production of the technical design brief and manage design development, including leading and co-ordinating the development of a data system and associated processes in order to create a Common Data Environment, from which to manage the contract and co-ordinate and drive the design of the facility.
6. Ensure there is a co-ordinated process in place to take all technical design drawings to the agreed programme contractual status and manage any change of scope or clinical variations, ensuring that they are essential and costs are affordable and value for money.
7. Ensure that the full potential of Building Information Modelling is achieved both in the construction stages and operational phases of the hospital.
8. Ensure that the new hospital is designed and constructed to deliver the highest standards of environmental sustainability to meet the objectives set by Trust and ensure the Trust's ambition surrounding NZC achieved.
9. Work with the design team to develop and implement a sustainable development management plan.
10. Provide all necessary design and development inputs to the Outline Business Case and the Full Business Case.
11. Oversee the enabling works, minimising disruption to the hospital operations and ensuring alignment with the redevelopment proposals in terms of programme, cost and overall masterplan.
12. Ensure that proposals are in line with the whole site planning and phasing strategy and that hospital infrastructure and access requirements are aligned with the whole site strategy.
13. Work with the estates and facilities team to prepare hospital phasing and decant plan that meets clinical and contractors' requirements whilst ensuring that plans are aligned with whole site strategy plans.

14. Oversee the construction works, minimising disruption to the hospital operations, and ensuring delivery of the redevelopment proposals in terms of programme, cost and overall masterplan.
15. Oversee the building and technical commissioning of the facilities in alignment with the phasing and decant programme.
16. On behalf of the Programme, identify and mitigate significant strategic and operational risks to the delivery of the Construction Programme, through liaison with key stakeholders internally and externally as required.

### **Budget Management / reporting**

17. Manage the budgets for the Design and Construction workstream and be accountable for expenditure within the budgets and ensure that all expenditure represents value for money.
18. Be responsible for the monitoring of milestones and analysis of KPIs.
19. Be responsible and accountable for the development of financial, quality, performance, human resource management and productivity plans and objectives to support the delivery of the New Hospital Programme and ensure effective delivery of these plans.
20. Develop and advise the Programme Director of the resourcing requirements necessary to deliver the programme and ensure the necessary capability and capacity is in place to deliver construction within the agreed budget and timeframes.
21. Using appropriate advisors, produce capital costs and lifecycle estimates for the design and construction works and liaise with the Finance and Activity workstream to ensure affordability.
22. Lead the assessment and performance review of advisors, taking corrective action where necessary.

### **Staff Management**

23. Lead on the procurement of the contractor / delivery team, taking responsibility for the management of that team and the external design team and for the delivery of outputs to ensure that they meet the brief; that they are delivered to the programme plan and budget; and that outputs are delivered in a way that supports partnership and aligns with the Programme vision and objectives.
24. Alongside the Head of Healthcare Planning, manage the relationship between partners and within the Programme team to ensure that issues and risks are appropriately identified, including the management of clinical design and commissioning interface risks and working collaboratively to proactively mitigate risks as well as identify and deliver solutions to enable the Programme to progress.
25. The post has line management responsibility for project teams and the resourcing for these teams will be dynamic and reflect the needs of the project at any point in time.

26. Manage all relevant services and staff within budget, reporting on the financial position of the programme consistently and effectively.

## **Governance/ Reporting**

27. Determine and manage information sets on behalf of the programme, also be responsible for developing an effective governance framework to ensure appropriate information is available for the programme management requirements, including work logs, action plans and risk registers for the assurance of steering groups.
28. Take responsibility for the management of the technical audit programme to support the regulation, scrutiny and statutory inspections of the New Hospital buildings.
29. Develop briefing materials for the Programme Board, the Trust Board and sub-committees and other dedicated programme governance meetings to support key policy decisions and to aid the resolution of major programme issues.
30. Develop briefing materials for external decision making forums to support key investment decisions.
31. Attend all other associated governance meetings as required to facilitate progress of the programme.
32. Undertake advanced analysis of complex and technical financial, clinical, performance and other data and information; and communicate results, findings and insights to a broad range of internal and external stakeholders.
33. Maintain an effective framework of governance for the New Hospital programme at a programme, workstream and project level.

## **Internal, external and market engagement and conflict resolution**

34. Work with the Trust estates leads to develop the strategy for hard and soft and hard FM in relation to the new developments.
35. Work closely with the healthcare planning team to understand in full the functional content / schedules of accommodation and brief for services to be provided in the new hospital buildings.
36. Support the resolution of any major business/construction issues, including any conflict resolution between key partners and stakeholders.
37. Lead the town planning approvals process for the programme, liaising closely with the local authority planning team.
38. Represent the Trust in technical discussions with NHP, supporting the adoption of H2.0.
39. Initiate and oversee market analysis to identify market capacity / demand for proposals to ensure viability. Utilising recognised audit methodologies and assurance processes, make recommendations to the New Hospital Programme on preferred options highlighting risks, issue and mitigations where appropriate.

40. Act as the key point of contact with external advisors, ensuring that the budget is spent appropriately and delivers value for money. This includes ensuring that focus is maintained on agreed priority areas, the scope and methodology are well defined, reporting mechanisms are in place and outputs are in line with agreed deliverables.
41. Support the relationships with suppliers contributing to the Programme, adapting the mix and engagement model of those suppliers as the needs of the programme dictate.
42. Assume the overall senior point of contact with the construction partner.
43. Support the Programme Director in maintaining close programme engagement with all parties involved including local authorities, providers, GP practices and other community service providers.
44. Lead by example, in terms of leadership behaviour and effectiveness, using tact and diplomacy to unblock barriers to effective team working and establish collaborative and supportive working between relevant teams and organisations.

## GENERAL

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list. You may be required to undertake other duties from time to time as we may reasonably require.

You will be required to maintain compliance with all statutory and mandatory training requirements.

The link to the Trust's policies and procedures is:

<https://secure.library.leicestershospitals.nhs.uk/PAGL/SitePages/Home.aspx>

## Person Specification

Post: New Hospital Technical Director  
Band: AfC Band 9, subject to evaluation

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours		I
Training & Qualifications	Master's degree or equivalent plus additional in-depth knowledge and experience of.....  Chartered professional and membership of appropriate construction related or engineering professional institution.  Evidence of continuous professional development		A
Experience	Experience of delivering Estates, Facilities and Capital construction and equipment projects in a healthcare setting.  Significant experience of managing or supporting	Experience of leading construction delivery in a tier 1/ tier 2 contractor  Project Director experience of similar sized	A&I

Job Title:  
Date Finalised:



Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
	<p>significant economy-wide change programmes within the public sector</p> <p>Proven track record of successful and sustained management in an NHS Trust or similar organisation</p> <p>In-depth knowledge in a number of management disciplines acquired through training and experience to degree level or equivalent.</p> <p>Strong evidence of a track record in change management and working with different corporate and service-level functions within an NHS provider organisation</p> <p>Substantial complex programme management experience</p>	<p>whole hospital development programmes from early stages through to the delivery of commissioned facilities to enable the delivery of world leading healthcare</p>	

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
	<p>Experience in delivering a programme involving major business and systems change in a multi stakeholder environment across multiple locations</p> <p>Experience of managing specialist construction design consultants, contractors, suppliers through a complex delivery programme</p> <p>Significant experience of procuring and managing the outputs of external advisors</p> <p>Experience of managing teams and subject matter experts</p> <p>Substantial experience of contract management</p> <p>Experience of complex business case development for investment in the public sector</p>		

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
	<p>Up-to-date knowledge of NHS system reform policy and other key policy drivers</p> <p>Up-to-date knowledge of HBN and HTM guidance and related Department of Health and Social Care and best practice healthcare estates guidance</p> <p>Extensive knowledge of the public sector property environment, particularly of NHS property and land use</p>		
Communication and relationship skills	<p>Strong stakeholder engagement skills with the ability to manage different internal and external stakeholders and public engagement</p> <p>Well-developed communication skills - both verbal and written - with the ability to communicate and influence at all levels</p>		A&I

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
	<p>Builds and uses networks of influence.</p> <p>Strives to ensure that local people, staff and other agencies are involved in shaping the health modernisation agenda.</p> <p>Takes time to build critical mass or support for a position, with the aim of getting results by working in partnership.</p> <p>Sets boundaries/parameters for how others are to work and act.</p> <p>Ensures that processes are in place to support individuals in achieving standards and to learn from their mistakes and failures.</p> <p>Innovative – and is able to encourage and develop others in finding ways of improving the</p>		

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
	quality of services account for meeting goals and targets.		
Analytical and Judgement skills	<p>Able to clarify key points from diverse and complex sets of information</p> <p>Able to move easily between the detail and the big picture on issues in understanding and explaining the complexity of challenges and possible solutions</p> <p>Proven improvement abilities with the highly developed analytical, managerial, business and leadership skills required to operate at a senior level within the NHS with demonstrable relevant experience.</p>		A&I

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Skills	<p>The ability to analyse and grasp critical and highly-complex issues and distil them into clear and manageable priorities, weighing both costs and benefits.</p> <p>Understands the underlying social, political and historical factors shaping local realities of health services and uses understanding of politics (“large and small p”) of health and social care to get things done.</p> <p>Understands methodology of running a PMO</p> <p>Quality Management and Standards</p>		I
Planning and organisation skills	Strong planning and coordination skills in a complex and rapidly changing environment		A&I
Equality, Diversity and Inclusion	Able to demonstrate a commitment to and understanding of the importance of treating all		I

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
	<p>individuals with dignity and respect appropriate to their individual needs.</p> <p>All staff are expected to engage in compassionate and inclusive leadership in the provision of high quality care and interactions with others</p>		
Other requirements specific to the role	<p>Extensive knowledge of the NHS Financial environment and of NHS England /NHS Improvement/ Department of Health and Social Care</p> <p>Ability to articulate and persuade others up, down and across the NHS organisations and represent/act as an ambassador to the Trust.</p> <p>Invests sustained effort in making a significant impact on improvement within the organisation and across the whole healthcare community.</p> <p>Works in such a way as to leave a legacy of</p>		A&I

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
	<p>improved services.</p> <p>Demonstrates a real commitment to working with, involving and consulting patients and other stakeholders in decisions about service delivery.</p> <p>Able to take conscious steps to manage self under pressure – creating time for reflection and support for self and others</p> <p>Able to manage own energy and pace efforts</p> <p>Able to absorb and deal constructively with criticism and seek support as necessary.</p> <p>Coaches others, challenging and asking questions to help them work out answers for themselves</p>		