



Candidate information

Building Manager



Job Description

Post Title: Building Manager	Post Reference:	
Summary of the Role: To be responsible for day to day budgetary control, operation, maintenance and safety of all building fabric, grounds and gardens through effective management, administration and supervision of the building team, external contractors and external consultants in order to deliver a high quality patient care environment. To project manage delegated capital and revenue projects.		Reports to: Estates Manager Base / Location: TBC
Key Responsibilities <ul style="list-style-type: none"> • Site Lead for managing asbestos in compliance with The Control of Asbestos Regulations 2012. • Management of the Sites MTC arrangement ensuring 2gether Support Solutions obtains value for money, quality of workmanship, compliance to H&S etc. • To keep updated the Sites Building Condition Survey Report and to manage this in conjunction with the Sites 'Back-Log' Maintenance priorities and long term strategic plans. • On-going management of fire strategic plans in conjunction with H&S. • Ensure patient experience is at the forefront of all decision making. • Planning and organising resources to ensure an effective building maintenance service. • Managing issues related to staff, resources, discipline, efficiency of the team, statutory / mandatory training and for the HR management of sickness, productivity, attendance and compliance with trust policies and procedures. • Project management of delegated projects within time and budget constraints. 		Working Relationships & Contacts Internal: Working with members of the Building team, Estates Manager, Senior Managers and Directors. Other members of staff within the hospital External: Architects, Engineering and Building Consultants, Local Councils and Authorities, charitable organizations and contractors.

<ul style="list-style-type: none"> • Ensure that effective relationships are developed and maintained with all HFM clients by ensuring timely delivery, feedback and communication. • Ensuring compliance with Health & Safety Executive and Department of Health guidelines at all times. • Personal responsibility to adhere to the company policies on Health & Safety, Risk Management, Confidentiality and Data Protection. • Input to the quality assurance of purchasing. • Ensure compliance of CDM Regulations 2007. 	
Job Dimensions: Problem solving, decision making, impact, resource management including value, working environment, responsible for staff & equipment)	Performance measures and KPIs
<p>A challenging aspect of the job role will be communicating complex information across professional boundaries.</p> <p>The working conditions of the job role will include; exposure to dust on building sites, working from heights, slip hazards, noise in plant rooms, temperature in boiler rooms and working outside in inclement weather.</p>	

Person Specification: (Please state Essential (E) or Desirable (D))		
Knowledge & Skills: <p>Strong interpersonal skills, ability to interact with people at all levels. (E)</p> <p>Excellent interpersonal and communication skills, enabling effective partnership working.</p>	Experience <p>3 years post qualification experience.(D)</p> <p>Knowledge of both maintenance and refurbishment.(E)</p> <p>Line/Team management experience.(D)</p>	Qualifications <p>Degree in Building Surveying or equivalent.(D)</p> <p>Health & Safety qualification.(D)</p> <p>Membership of Building related professional body.(D)</p>

<p>Strong communication skills –written and verbal.(E)</p> <p>Excellent customer management skills.(E)</p> <p>Effective leadership and motivation skills.(E)</p> <p>Team player with ability to contribute effectively at corporate level.(E)</p> <p>Planning and estimating techniques.(D)</p> <p>Good IT skills. Word, excel, power point(D)</p> <p>Condition surveys. Measured surveys. AutoCAD.(D)</p> <p>Project management.(D)</p> <p>Good knowledge of Health and safety regulations(E)</p> <p>Good budget control(D)</p> <p>Good working knowledge of; (all E)</p> <ul style="list-style-type: none"> ▪ Building Regulations ▪ Joint Contracts Tribunal ▪ Building Contracts ▪ Construction design & Management Regulations ▪ MTC ▪ CAW Regs 2010 <p>Highly developed specialist knowledge of building construction techniques.(D)</p>	<p>Experience of working in an Hospital environment.(D)</p> <p>Knowledge of ME services associated with building maintenance and refurbishment(D)</p> <p>Knowledge of HTMO regulations(D)</p> <p>Working Knowledge of Asbestos regulations(E)</p> <p>Working Knowledge of Fire regulations(D)</p>	
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Knowledge of Health Building Notes & Health Technical Memoranda.(E)		
Health & Safety Regulations. (E)		
Control of Substances Hazardous to Health Regulations.(D)		
Energy Conservation (D)		

Job Role: Essential Health and Safety information

Does the post involve ?		Y	N
Confined Spaces?	A “confined space” means any enclosed place, such as may need to be accessed by Estates staff for maintenance such as loft spaces, plant rooms or flues.		
Driving?	This means driving a Trust Vehicle, Passenger Carrying Vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work		
Exposure to Substances Hazardous to Health?	This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use.		
Hand Arm Vibration Exposure?	This includes hand held tools such as drills, saws and other power equipment. This is likely to include employees working in the Plaster Room, Mortuary, Estates and Orthopaedic Surgery.		
Hand Washing?	This means washing hands 20 plus times per working day.		
Lone Working?	This means employees who work by themselves without close or direct supervision. Lone working may be found in a wide range of situations, such as home or community visits, working alone outside normal hours, working in remote or confined areas (such as plant rooms).		
Manual Handling?	This means all job roles where there are specific manual handling / patient handling requirements.		
Night working?	This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).		
Noise exposure?	This is where risk assessments have identified noise levels under the Noise at Work Regulations 2005, and is likely to include areas where ear protection is needed or workers regularly have to shout to communicate due to background noise.		
Work at heights?	A place is ‘at height’ if a person could be injured falling from it. This includes working on ladders, up scaffold or any other apparatus. It may also apply to staff who regularly have to stand on kick-stools or steps for significant periods of time to retrieve items/ notes from high shelving.		