



Candidate information

Head of Estates



Job Description

Role title: Head of Estates	Role reference: JD009	
Summary of the role: As the Head of Estates, the key focus is to ensure the optimal operation of the Hospital and limit down time that affects critical clinical services. This involves understanding the intimate workings of the hospital, having in-depth knowledge of the plant and equipment you are operating, and proactively managing your service to ensure the operation not only runs but is effectively and efficiently planned to enable full compliance with statutory, mandatory, and HTM regulations, and lifecycle management. This will be delivered via a team of managerial, technical and administrative staff and it will be the responsibility of this role to ensure that these staff perform both individually and as part of the team to achieve this objective. The role will be responsible for maintenance, compliance, repairs, projects and lifecycle planning of the sites managed and ensure performance is adequately delivered for our Client, the Trust, and demonstrated via various KPIs, SLAs and other deliverables on a monthly basis. As the professional in this discipline, the role will be expected to provide sound advice and propose/implement solutions for both 2Gether, the Trust and clinical customers and will be viewed as the expert in this field. Responsibilities will also include budget and cost management planning, specification writing, procurement, reporting, help desk management and extensive customer liaison/communication. This role is also required to be part of the on call rota and will be required to attend site outside of normal working hours to support incidents, emergency planning and contingencies. There will be a need to attend other sites and therefore the ability to drive under a full UK licence is essential		Reports to: General Manager Base / location:
Key responsibilities - Feeding in to production of and implementing 2gether Support Solutions policies, relating to statutory, mandatory and HTM regulations for the Technical Solutions directorate. - Advising and reporting to the Director of Technical Solutions and the Board on Technical Solutions matters and improvement issues, to include longer term planning and finance.		Working relationships & contacts Internal – Works closely with peers at other sites to provide an integrated Technical

• Overseeing managers to ensure that Planned Preventative Maintenance is scheduled according to regulatory requirements and completed accordingly, with all remedial actions undertaken to ensure continued compliance. Devising and implementing reporting procedures to maintain an oversight of the current compliance position and implementing audits to verify statistics. Give assurance to Directors/Board on compliance. • Overseeing the management of repairs and projects to ensure these are effectively managed and completed by the team, in line with regulation and legislation. Devising and implementing reporting procedures to maintain an oversight of the current position and implementing audits to verify statistics. Give assurance to Directors/Board on compliance. • Manage, oversee and report on KPI and SLA compliance, detailing actions required and seeing these actions through to resolution. • Giving assurance to the Director of Technical Solutions and Board of appropriate management of the estate and assets in line with best practice and in accordance with both mandatory and legal requirements including Department of Health Policy Manuals, Health Technical Memorandums (HTMs), Statutory Building Regulations, Water Bylaws, HSE Approved Code of Practice L8 and the Code of Practice for the NHS on the prevention and control of healthcare associated infections and related guidance. • The following HTMs are considered to be of particular relevance: ➤ Dept. of Health Professional support Manuals ➤ HTM 01 Decontamination of re-usable devices. ➤ HTM 02 Medical gas pipeline systems ➤ HTM 03 Specialised ventilation for healthcare premises ➤ HTM 04 The control of Legionella, hygiene, 'safe' hot water, cold water and drinking water systems ➤ HTM 05 Firecode ➤ HTM 06 Electrical services ➤ HTM 07 Environment and Sustainability ➤ HTM 08 Specialist Services. • Managing all issues related to staffing, resources, discipline and the efficiency of the Technical Solutions Department service. This shall include managing productivity, sickness, attendance and compliance with the relevant policies, processes and procedures. • The preparation of long term strategic plans for the sites which may have wider impacts. • Take part in a On Call Manager's rota for emergency issues. • Analyse and interpret complex problems and compare a range of options balancing cost, risk and effectiveness. • Drive change to make the department as effective and efficient as possible, aligning with the needs of both 2Gether Support Solutions and the Trust.	Solutions service. Negotiates with senior managers and directors providing complex technical information and non-routine guidance which may be sensitive to staff groups. Highly developed interpersonal and communication skills when negotiating with staff groups and trade representatives on local agreements. Organises recruitment, selection, induction, retention and training of staff. Works with the Senior Engineer on complex engineering matters. External – Uses detailed local technical knowledge to advise Architects and Engineering consultants. Extensive liaison and communication with Clinical teams, providing sound advice as required. Performance measures and key performance indicators (KPIs) (If required)
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- Budget control and monitoring expenditure across Technical Solutions services including energy budgets, manpower budgets and asset management across a number of sites.
- Ensuring compliance with Health & Safety and Department of Health guidelines at all times.
- Use computer software to produce reports, documents and drawings and take responsibility for the operation of various information systems at department level. Ensure effective implementation of the CAFM system.
- Ensure satisfactory development and operation of the Building Management System.
- Ensure compliance with Standing Orders, Standing Financial Instructions and 2Gether Support Solutions Tendering/Contract Procedures.
 - Encourage and develop within the Department a culture of excellent professional customer service.

Person Specification

Person Specification		
(E) – Essential, (D) – Desirable		
Knowledge and Skills:	Experience:	Qualifications and Professional Memberships:
Good problem solving skills with a mechanical and electrical aptitude. (E) Excellent Numeracy skills and demonstrable experience of managing restrictive budgets effectively (E). Computer literacy and the ability to multitask – Demonstrable experience of the production of	10 years' experience in a mechanical and electrical environment, preferably within the NHS with 5 years at management level. Alternative relevant sector experience will be considered.	Professional knowledge acquired through a degree or equivalent, plus specialist knowledge acquired through post-graduate courses or specialist courses. Membership of a recognised Building Services institute.

statistical reports and the effective management of the results (E) Ability to work closely with customers/ clients and contractors within a complex environment, demonstrating results that fulfil the business requirements (E). Excellent written and oral communication skills – presenting technical issues to a wide non-technical audience (E). High level computer skills in CAD, BMS and PPM systems. Customer Focused. Authorised to operate and manage electrical systems, piped medical gases, water systems, ventilation systems, steam boilers and electrical power generation with sufficient knowledge and experience to be appointed an Approved Person for certain disciplines Excellent knowledge of Healthcare guidance HTM's, HBN's and other industry specific guidance notes. Excellent knowledge of building regulations and project management, to include asbestos, water management, COSHH and other related regulations (E)		Recognised training to appointed person status for: High & Low Voltage services, Piped Medical Gases, Legionella.MGPS, HVAC Management qualification or training.
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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 company 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 (chemical, biological or radiological). For example, designated latex glove user.		
Hand arm vibration exposure?	This includes hand held tools such as drills, saws, gardening tools, domestic cleaning tools and other power equipment.		
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.		