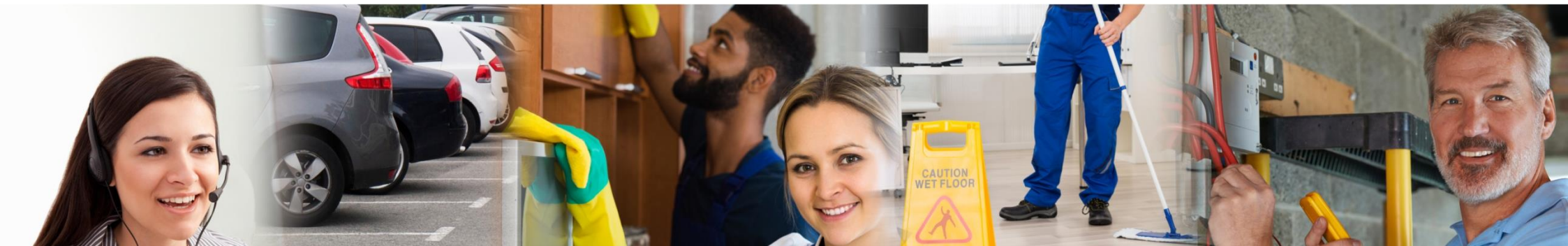




# Candidate information

## Facilities Change Manager



## Job Description

<b>Post Title:</b> Facilities Change Manager	<b>Post Reference:</b>	
<b>Summary of the Role:</b> <ul style="list-style-type: none"> <li>The Facilities change manager will lead the delivery of current and new projects across the Facilities teams, ensuring that projects are delivered on time, on budget, and meeting client expectations. This may include, but not be limited to, the mobilisation of new services and the embedding of new service standards and processes within Facilities. The change programme manager will ensure that there is robust stakeholder engagement and that governance is in place for all projects with safe delivery being at the forefront of all work.</li> </ul>		<b>Reports to:</b> Programme Lead - Facilities  <b>Base / Location:</b> Must be able to work from any of our main hospital sites, William Harvey Hospital (Ashford), Kent and Canterbury Hospital and Queen Elizabeth the Queen Mother (Margate).
<b>Key Responsibilities</b>		<b>Working Relationships &amp; Contacts</b>
<ul style="list-style-type: none"> <li>To lead on identified projects within Facilities Solutions, as agreed with the Programme Lead, ensuring objectives are met and benefits delivered in accordance with Facilities Services business plan.</li> <li>To ensure all projects and initiatives are fully embedded within the workforce to drive change and improvement.</li> <li>To work in line with 2gether, EKHUFT policies and procedures, and national guidance where applicable.</li> <li>Manage internal and external stakeholders and contracts to ensure delivery on time and within budget.</li> <li>Provide advice and support colleagues within 2gether.</li> </ul>		Internal  Managing Director and members of the Executive/Senior Leadership Team  2gether Staff  Trust staff  External:  External contacts or service providers  Other Trusts

<ul style="list-style-type: none"> <li>• Ensure the Programme Lead, Director of Facilities and Management Board are kept up to date on progress, risks and issues associated with projects being delivered.</li> <li>• Be responsible and accountable for the effective management of resources, where allocated to the project being undertaken.</li> <li>• To develop systems and processes to support new services in Facilities Services to enable operational staff to deliver consistently high-quality services to our customer</li> <li>• To develop and deliver training, as necessary, to managers and employees in the business</li> <li>• To develop project and / or programme plans and records to support work being undertaken with effective monitoring arrangements in place to ensure good governance.</li> <li>• Set and communicate key objectives, delegating where necessary, to ensure successful delivery of projects.</li> <li>• Undertake technical decisions in collaboration with the Facilities leadership teams.</li> <li>• To engage with key stakeholders to ensure good communication and engagement.</li> <li>• Maintain the confidentiality of information of patients, staff and other health service business and comply with the requirements of the Data Protection Act 1984.</li> </ul>	<p>Facilities management networks</p>
<p><b>Job Dimensions:</b>  <b>Problem solving, decision making, impact, resource management including value, working environment, responsible for staff &amp; equipment)</b></p>	<p><b>Performance measures and KPIs</b></p>
<p>Manage delegated financial and physical resources for projects</p>	

Ability to seek, consider and review options to enable efficient solutions for transforming services  
 Ability to assess the impact of change and document both existing and proposed process, drafting a plan to get to the proposed outcome

Trust wide travel required

**Person Specification:  
 (Please state Essential (E) or Desirable (D))**

**Knowledge & Skills:**

Proven budgetary skills and excellent numeric abilities. (E)

Excellent interpersonal skills enabling effective partnership working. (E)

Strong communication skills – written and verbal – and at all levels of the organisation. (E)

Team player with ability to contribute effectively at corporate level. (E)

Ability to multi-task across a range of highly complex issues. (E)

**Experience**

Proven experience of working at a management level in a complex environment. (E)

Proven experience of successfully managing resources including people, finance and materials. (E)

Experience of budget management and financial control of contracts. (E)

Experience of working with external suppliers and managing contracts (E)

Experience of developing systems and processes in an operational environment (E)

**Qualifications**

Degree / recognised Project Management qualification. (E)

A successful negotiator, with the ability to organise/plan and influence key stakeholders. (E)

Good level of competence using Microsoft Office Suite, in particular Excel, MS Project and Word. (E)

Able to demonstrate initiative and innovation in finding solutions. (E )

Ability to prioritise workload of self and others and meet deadlines and performance targets. (E)

Experience of working within an NHS or public sector organisation. (D)

## Job Role: Essential Health and Safety information

Does the post involve ?		Y	N
<b>Confined Spaces?</b>	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.		X
<b>Driving?</b>	This means driving a 2gether Support Solutions Vehicle, Passenger Carrying Vehicle or transporting patients in own vehicle for work purposes. It does not include commuting or driving between places of work		X
<b>Exposure to Substances Hazardous to Health?</b>	This is where risk assessments have identified known health hazards. For example designated latex glove user, formalin, PMMA use.		X
<b>Hand Arm Vibration Exposure?</b>	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.		X
<b>Hand Washing?</b>	This means washing hands 20 plus times per working day.		X
<b>Lone Working?</b>	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).		X
<b>Manual Handling?</b>	This means all job roles where there are specific manual handling / patient handling requirements.		X
<b>Night working?</b>	This means regular work at least 3 hours during the agreed ‘night period’ (usually includes 11pm to 6am).		X
<b>Noise exposure?</b>	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.		X
<b>Work at heights?</b>	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.		X