

JOB TITLE:	Senior Estates Operational Manager (Higher Level)
GRADE/SALARY:	8b
Hours of Work:	37.5
DEPARTMENT:	Estates
DIVISION:	Estates
REPORTS TO:	Head of Operational Estates and Facilities Services

Job Summary:

Responsible for the provision and management of strategic and day to day Operational Estates building and engineering service for multiple sites, to support the needs of patients, visitors and staff and for ensuring the environment is presentable and capacity for patients is not affected.

Provide direction and support to the Estates Site Managers.

Line Manger to Engineering Estates Managers and operational staff.

Provide expert specialist and professional building and engineering expertise to estates staff, capital projects, senior managers, directors and external companies and negotiate as required with suppliers and contractors.

Travel between sites for bot general work requirements, emergency work responses and meetings.

Key Responsibilities

- Responsible for managing and ensuring that the operation and maintenance of Estates Services, Buildings and Buildings Service installations, complying with Health Service requirements, Statutory instruments, HTM's and HBN's.
- To review, develop and implement Trust policies and procedures, ensuring compliance with statutory instruments, hospital technical memoranda, hospital building notes and approved codes of practice.
- To be accountable for appointment and retention of multi-site Estates staffing ensuring compliance with Human Resources polices. Ensure that the staff are suitably trained appraised and developed.
- Represent the Estates to both Trust forums and external forums.
- To be able to make judgements across a wide range of complex estates issues, taking into account current legislation, Health and Safety matters, conflicting demands and the content of expert advice given for estates operational issues.
- To be accountable for delegated multi-site Estates revenue budgets for facilities and equipment at each site. Provide annual maintenance programs, monthly financial accounts of expenditure and forecasting for the Finance Directorate, Head of Operational Estates and Estates Corporate Services Manager. Ensure that all expenditure is in accordance with standing financial instructions and value for money.
- Develop and formulate long term estates operations strategic plans that impact across the Trust positively and implement organisational objectives for critical services.
- Use the CAD system to review drawings.
- To be accountable for multi-site Estates Emergency on call provision covering the full range of hospital Estates services. 24 hours a day 365 days a year. Utilising direct employed Craftsmen, Technicians, Supervisors, Estates Managers, Senior Estates Managers and contracting organisations.

- To take part in an Estates Senior Manager on call rota and provide full technical, managerial and liaison function for major service failure. Ensure minimal impact on patient capacity. Liaise fully with the Operational, Clinical, Directorate Managers and Duty Director as necessary.
- Undertake estates condition surveys and trial new equipment within the team.
- Manage and be accountable for the performance of the Operational Estates function including all aspects. Deal with discrepancies, technical, financial or poor performance as necessary in accordance with Trusts policies.
- To be able to concentrate for long periods when dealing with site emergencies, major incidents, reviewing drawings, reviewing specifications and paperwork.
- To act as either the case manager or chair for grievance or disciplinary issues.
- To be accountable for the development, implementation, maintenance and testing of contingency plans for Estates functions and ensure minimal impact upon clinical services within the Trust.
- To manage capital and revenue projects from concept to completion including all aspects of project management reflecting Trust, Health Service and Statutory requirements.
- Support and give advice when required to the Estates Capital Project Team, Stake Holder Project Teams, providing information as necessary and organising service shut downs as required in addition advising on practicality, service requirements/constraints, product suitability and other influencing factors.
- Manage works being carried out in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment. Ensure risk assessments are completed as appropriate.
- To inspect and ensure the Trusts land, buildings and buildings services are functioning and presentable at all times. Provide condition survey reports for the Estates Directorate.
- To manage the Estates records in accordance with Statutory and Health Service requirements ensuring preparedness for internal/external audit at any time.
- To act as Authorised Person and/or Competent Person for specified specialist areas such as Pressure Systems, Legionella, Low Voltage, High Voltage, Medical Gas Piped Systems, Lifts and Ventilation once appointed in writing.
- May be required to supervise works in areas of uncontrolled hazards i.e. steam leak, gas leak, bodily fluids and raw sewage.
- At all times to carry trust communication devices (mobile phone and/or two way radios) to facilitate immediate response to emergencies.
- This post is part of the Estates Rapid Response Team, travelling cross site to deal with Estates emergencies and as such is eligible to apply for a Trust parking permit to be able to efficiently fulfil this requirement.
- Work with the Compliance Manager to ensure systems and process are in place for all statutory and mandatory issues.
- Work with the Compliance Manager to ensure that Health and Safety is managed and auditable.
- To ensure that the Insurance programme is delivered.
- To deliver department KPI's at the Estates and Facilities meetings.
- To ensure that concept is kept updated with legislation changes.
- To advise and work with Capital Programmes to ensure that HTM compliance is achieved.
- To work with the Compliance Manager to ensure that the AP meetings deliver actions and reports for the quarterly AE meetings.

- To work with the Contracts Manager to ensure that contracts are delivering service KPI's.

Training:

- To attend training establishments/courses as necessary.
- Provide training, technical advice and support to direct employed staff, agency/Bank staff and contractors.

Clinical/ Professional Responsibilities:

- To carry out all aspects required of the role with complete professionalism at all times.
- To act appropriately when working within a ward, residence or office environment.
- To act responsibly at all times with total awareness and appreciation of duty of care as a Trust employee and as an individual.

Other Responsibilities : e.g. Trust Wide

- To participate in the out of hours on call rota.

Note:

- The duties and responsibilities outlined in this job description although comprehensive are not definitive. This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service provided by the Trust. Any such changes will be fully discussed with the post holder.
- As an employee of the Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Acts.
- As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities, where all employees are expected to accept individual responsibility for the practical implementation of these policies.
- The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment. Staff will be provided with the necessary education, training and support to enable them to meet this responsibility. Staff should be familiar with the Major Incident Policy and Fire Policy and should make themselves familiar with the "local response" plan and their role within that response.
- The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work etc Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.
- This post requires the post holder to travel across the Trust sites in the course of fulfilment of their duties.
- The Trust has a no smoking policy.

Risk Management:

- The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.
- Staff will be provided with the necessary education, training and support to enable them to meet this responsibility. Staff should be familiar with the following;

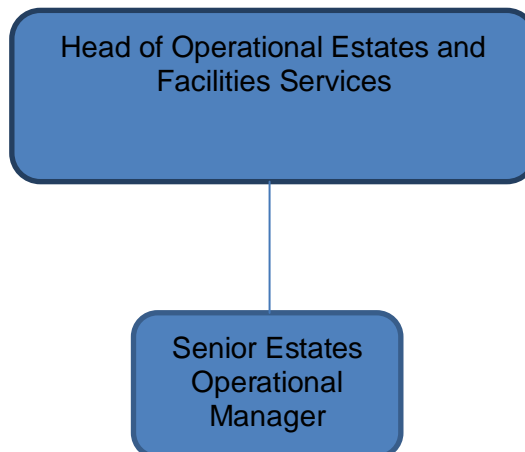
- 1.1. Major incident plan
- 1.2. Major Incident Policy
- 1.3. Trust Policy & Procedures Manual
- 1.4. Fire Policy
- 1.5. Asbestos Register

- Staff should make themselves familiar with the 'local response' plan and their role within that response.

Health and Safety:

- The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.
- This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way, and will be reviewed as necessary subject to consultation with the post holder.

Organisational Chart:



Employee Signature _____

Print Name _____

Manager Signature _____

Print Name _____

Date _____