

# Medway NHS Foundation Trust



## Job Description

**Role:** Capital Projects Program Manager

**Banding:** 8b

**Division:** Facilities

**Responsible to:** Associate Director of Capital Projects

**Accountable to:** Director of Estates & Facilities

**Job Purpose:** The Capital Projects Program Manager is a key role for the Trust, supporting the Associate Director of Capital Projects in the delivery of the Trusts Capital Plan, and Estates compliance.

The post includes the delivery of Capital schemes for all building and engineering matters associated with the Trust and with values ranging from >£5k upwards to £20m. All such schemes will be implemented to agreed costs, timescales, and the required quality standards in order to deliver a modern efficient and sustainable Estates portfolio, which is compliant with all Estates and Facilities related Regulations, and to enable the ongoing and effective delivery of patient care.

The post holder will competently manage the provision of Building Improvement schemes through construction and engineering contractors and external specialist consultants and surveyors, to meet the requirements of the Trust Estates and Service strategies and the associated Capital and major revenue projects.

Responsible for the design, detailed specification, procurement, planning, implementation, project management, and contract administration of all Capital and major revenue projects, in addition to any compliance and associated remedial works arising from in house and specialist audits.

You will focus on ensuring Cost, Quality, and Time constraints are adhered to, and ensure contractor payments are professionally managed

You may be called upon to deputize for the Associate Director of Capital Projects, when required to do so.

- Working with the Associate Director of Capital Projects you will drive the development of the Trust's Capital Program and manage a number of specific projects, in order to implement the program to improve the environment for patients and staff.
- Commission and Project Manage Capital projects including major revenue projects, and support development of the Estates Strategy and Business Case developments.
- Responsible for technical representation at a number of Project Meetings linked to capital schemes and other schemes within the program. Input expert technical input into the Project Group meetings.
- Deliver expert specialist and professional construction and Facilities Projects advice in relation to the projects undertaken and more generally throughout the Trust on behalf of the Associate Director of Capital Projects
- Support the Associate Director of Capital Projects to develop, coordinate and implement Capital Policies and Procedures for the department.
- Deliver expert advice on sustainable design issues to healthcare designers and planners.
- Undertake audits on proposed designs, to ensure they meet the requirements of the organisation.



- Deliver an in-depth and up to date knowledge of sustainable and health-care related design issues in construction.
- Ensure project documentation is up to date including but not limited to Gantt charts (using Microsoft Project) and timely payment GRNs (using the Trusts systems)
- You will take responsibility for all aspects of Estates project including compliance, budget adherence, communications, and Stakeholder management

### Key Responsibilities:

1. Support the Associate Director of Capital Projects with the delivery of Capital Projects and Capital Backlog maintenance. Whilst you will report to the Associate Director of Capital Projects, you will be required to have very close links with Associate Director of Estates and the Operational Estates teams to ensure cost effective compliance and maintenance revenue obligations (effective lifecycle costs) are met.  
You will be required to exchange complex technical project related information to a wide range of groups including Directors, Senior Managers, suppliers, specialist and non-specialists.
2. Have expert knowledge of HTM / HBN / CIBSIE and applicable regulatory requirements, and interpret requirements in order to ensure the balance of delivering compliance and cost effectiveness is achieved during the compilation of Project specifications.
3. Be responsible for Engineering maintenance, Estates operational policy development and all forms of Project documentation, ensuring documentation are regularly reviewed and up to date.
4. Ensure patient safety and comfort is central to all project deliverables, and commits to ensuring building and H&S requirements are complied with in full.
5. Deliver support for administering the Capital programme utilising a risk based methodology, which will include information such as backlog maintenance, wayfinding, asbestos surveys and 6 facet survey information.
6. Drive the delivery of the Trusts annual Capital program by working closely with the Associate Director of Capital Projects to ensure efficient and effective resource planning.
7. Deliver high quality auditable Project documentation throughout the project lifecycle.
8. Manages External Design Consultants, Contractors and Suppliers alike on complex project programmes in order to maximise cost effectiveness, coordinate and deliver good quality schemes that meet the needs of staff, service users and the general public and provides the Trust with buildings that meet the needs of the services now and in the future.
9. Manages budgets and accounts associated with specific projects in order to maximise cost effectiveness whilst remaining within agreed budget limits and complying with Trust Standing Financial Instructions and Procurement Policies.
10. Responsible for checking, agreeing, and authorising significant payments to contractors within the contractual timescales.
11. Reports to Associate Director of Capital Projects and Associate Director of Estates for compliance and advises on Estates related issues specific to Capital and Revenue funded minor/major works projects with respect to building, engineering, contractual information and statutory regulations. Also



required to formulate long term strategic Estates operations plans to implement organisational objectives for critical services.

12. Coordinates all building and engineering related schemes with Estates colleagues to ensure backlog maintenance issues are included in all project scopes wherever possible. To be able to summarise and accurately identify technical detail on all backlog maintenance items included in minor/ major works schemes and remedial works.
13. Liaises with Sustainability Lead to coordinate all relevant energy management and sustainability matters within Capital and Revenue schemes.
14. Communicating and dealing with clients when carrying out building/engineering work and surveys in occupied service areas, incidental contact with patients whilst surveying buildings.
15. Support client services in developing robust business cases ensuring the inclusion of Estates Capital and revenue impacts.
16. Interprets a range of Local and National NHS Policy and guidance, Statutory Regulations and British Standards and researches best practice procedures for the built environment.
17. Drive the development and commissioning of integrated and innovative facilities ideas.
18. Develop client briefs within the Trust, challenge and adapt to meet tender specifications. Drive resultant contractor tender briefs to include all default Trust HTM / HBN requirements and ensure timely input / sign off from key stakeholders, in order to control subsequent change impacts (cost, time, quality) and ensure a fair transparent tender process is implemented.
19. Analyse complex tender returns in preparation for appointing competent building contractors.
20. Coordinate the generation and review of Policies relating to Estates Project Management and Statutory/Regulatory Compliance and for implementing all relevant Trust Policies.
21. Deliver Projects safely, ensuring client CDM requirements are fulfilled and accurately documented.
22. Coordinate and communicate disruptive works to all affected stakeholders using a two week look ahead plan.
23. Manage the Trusts asbestos register and ensure accurate records are kept up to date.
24. Be accountable for reviewing Contractor Risk and Method Statements, and issuing general permits to work.



**Skills:**

1. Provide and receive highly complex operational and technical information in dynamic situations such as multidiscipline service Project/Design Groups, multiple strands of remedial work required from audits and inspections from a range of specialists, also in the form of providing complex advice or instruction to groups.
2. Ability to communicate multi-stranded project, design, financial, contractual and technical information, presenting technical scheme proposals to Trust groups, senior managers, contractors and Estates staff in a clear and concise manner and in such a way that barriers to communication and understanding are effectively overcome.
3. Planning, organizing and project managing multi stranded projects, programmes and initiatives, ongoing and inter dependant. Producing accurate project plans and programmes which reflect and consider technical issues and user's operational requirements and also the needs of various compliance groups.
4. Expert level of skill required in the use of Computer Aided Design (CAD) and drawing measurement tools.
5. Expert level of skill required in relation to the preparation of technical/detailed drawings/diagrams and schematics.
6. Expert judgement and interpretation skills required in relation to the processing of complex facts relating to the built environment and when analysing a range of options to suit the needs of the statutory compliance remedial works databases and programmes.
7. Interpret/present data and to integrate and combine information in the form of data entry, word processing, typing, financial data and inputting documents compiled by others into specifications.
8. Ability to develop positive relationships across multidisciplinary Estates teams, and incorporate recurring Operational issues and themes into future tender specifications.
9. Ability to remain calm, professional and focussed when under pressure and/or dealing with difficult situations.
10. Expert knowledge required when using non-standard computer software to create formulated statistical and financial reports, and specifications/contract documents.



## Key result areas:

1. Lead the delivery of robust, timely and appropriate project management of Capital works programmes and also Operational Estates minor works projects.  
Drive high quality project standards, on time and within budget.
2. Competently manage risk and change control
3. To deputise for the Associate Director of Capital Projects and Associate Director of Estates at Trust Capital and other Groups and to input progress reports on works programmes into these forums as required.
4. To be the lead Estates Project Manager for concurrent multiple works projects and programmes. Manage and coordinate those projects to achieve successful completion of the Trust Capital programmes whilst ensuring statutory compliance is fully realised across a range of regulatory issues under Estates and Facilities. To fulfil this role through the use of bespoke and standard software to develop/create project reports, tender documents and detailed designs, including working drawings, generation of digital CAD drawings (Computer Aided Design) from first principles, generation of detailed specifications and bills of quantities and pre tender estimates.
5. Lead various Project teams and Estates leads, in addition to Service Managers and representatives from Soft and Hard Facilities Services.
6. Deliver comprehensive and accurate technical / cost advice (building and engineering) in the form of feasibility exercises, option appraisals and detailed costing studies/exercises etc., in support of Service and Directorate business case bids for annual Capital Investment Programmes with respect to Capital and minor works programmes which can be capitalised. To fulfil this role through making judgements across a wide range of Estates issues, multi stranded project programmes and revenue schemes.
- 6 To coordinate with the Estates Maintenance team with regards to identified remedial works and backlog maintenance.
- 7 Deliver support and expert guidance to Service Managers/Directors on the project management and contractual procedures contained within the NHS Capital Investment Manual, Concode etc. and to use contracts relevant to each particular project.
- 8 To interpret a range of local and national professional/technical Policies and Regulations and to advise the client organisations as to how these should be interpreted and implemented.
- 9 To drive compliance with local and national NHS policy and procedures, all client organisation standing financial instructions and all relevant Statutory Legislation and Regulations on all aspects of Capital/minor Works programmes and projects. This includes the requirement to ensure all project procedures and processes used are in accordance with the DH Capital Investment manual.  
Ensure Project Evaluations are accurately completed in a timely manner for all relevant schemes and where the Trusts are required to report the evaluation results to HM Treasury.
- 10 Deliver professional and expert technical guidance on building construction, general engineering services and Estates related issues in order to ensure compliance with all relevant standards for services, systems and property.  
Assess complex facts whilst taking account of current legislation and managing conflicting



client demands.

Drive delivery of schemes that are compliant with NHS Policy, current guidance and procedures, Trust Standing Financial Instructions and which meet the original client briefs and expectations.

- 11 Effectively manage inputs from all appropriate Local Authority and regulatory bodies in relation to Capital/minor work schemes to ensure compliance with all relevant standards where necessary. This includes all relevant Building Control Regulation notifications and planning applications to local authorities, interaction with Fire and Rescue Service, all necessary contact and interaction with the Health and Safety Executive and also local Environmental Agency departments.
- 12 Manage a number of key areas across both the Project and Operational Estates teams which include but is not limited to management of the Asbestos register, input into the risk adjusted backlog register, input into the water safety group, ensure the Estates standard list is kept up to date, and ensure verification information is up to date and centrally stored.
- 13 Direct Management and coordination of a range of external professionals and principle contractors including Architects, Building Surveyors, Structural Engineers, Building Services Engineers, sub-contractors and other specialist professionals including CDM, in order to ensure overall compliance and design integrity for all projects.
- 14 Conduct necessary research into products and services including cost data analysis and interpretation from the industry. To fulfil this part of the role in support of Trust Business Case submissions and Project Control Documentation and to ensure that the Trust receives buildings and systems which are up to date with current technology and best practice.  
To carry out regular Estates surveys and research in order to develop systems and designs in support of Capital and revenue projects.
- 15 Coordinate duties and responsibilities in relation to the provision of up to date as built drawings and data and for entering the relevant documentation from Operations and Maintenance Manuals onto the Trust CAD system and local site folders.
- 16 Coordinate and accurately record any processes relating to contract disputes and arbitration in conjunction with the relevant Trust Legal Department.
- 17 Be responsible for selecting contractors and consultants for all relevant schemes and projects in accordance with the Trust Procurement Policies and Procedures.  
Deliver transparent and accurate tender reports in support of the procurement process, within the required timescales.
- 18 Ensure all projects and schemes meet the requirements for Sustainability and Energy Management in accordance with the DH and Trust Policies and Action Plans, and Building regulations requirements related to energy performance of buildings.



## Key Working Relationships:

Internal	External
<ul style="list-style-type: none"><li>• Members of the Board and Senior Management Team.</li><li>• Associate Director of Capital Projects</li><li>• Associate Director of Estates</li><li>• Associate Director of Facilities.</li><li>• Estates maintenance and project teams;</li><li>• Trust sustainability leads – in relation to Energy Management and conservation issues.</li><li>• Trust procurement leads – in relation to correct methods of procurement in line with SFI's.</li><li>• Trust Finance leads – in relation to Capital Planning Groups, project accounts and progress on spend;</li><li>• Fire Safety Manager</li><li>• All Trust employees as directed.</li></ul>	<ul style="list-style-type: none"><li>• Consultant Architects, Engineers, CDM coordinators, Structural Engineers and other construction professionals in relation to estimates, tenders, quotation and Project execution.</li><li>• Key external regulators (in particular the HSE, Fire Authorities, Local Authority and Environment Agencies.</li><li>• Professional bodies in relation to the interpretation of standards, guidance and procedures.</li><li>• Effective communications with all staff and other external agencies.</li></ul>

## Main Conditions of Service

### Registered Health Professional

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements. All registered professionals must maintain registered in line with the Trust Professional Registration with Regulatory Bodies Policy.

### Our Vision and Values

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.

**B**old  
**E**very Person Counts  
**S**haring and Open  
**T**ogether

We are *inspiring* and *ambitious*  
We are *respectful* and *supportive*  
We are *open* and *speak up*  
**We are inclusive and responsible**

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.



## **eRostering**

Roles with budgetary responsibilities for e-rostering have had these responsibilities included in job descriptions.

## **Mandatory Training**

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.

## **Quality Assurance**

The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

## **Health & Safety**

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

## **Equal Opportunities**

Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.

## **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

## **Infection Prevention and Control**

All post holders have a personal obligation to act to reduce healthcare associated infections (HCIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

## **Information Governance**

Staff is required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.



## Patient Experience

Staff should ensure that they help to create a positive patient experience at all stages of a patient's interaction with the hospital and help to improve the patient experience within the hospital environment.

## Safeguarding Children and Vulnerable Adults

The Trust is committed to the protection of children, young people, their families and vulnerable adults accessing its services. Promoting the message that "safeguarding is everyone's business" is vital to ensure our patients are protected and safe from abuse. To this end you must comply with Trust's and the Kent and Medway Safeguarding Board's policies on safeguarding children, young people and vulnerable adults.

All staff no matter where they work or which age group of patients they work with must be aware of their responsibility to act when they feel a child, young person or vulnerable adult has been or is at risk of abuse.

## Disclosure and Barring Service

The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, *the Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

## Uniform

All staff must adhere to the Trust Nurses/Midwives Uniform Policy.

## Job Description

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

## Smoke Free Medway

Medway NHS Foundation Trust is a smoke free site. This means that smoking is completely prohibited in all Trust buildings, grounds and car parks. This will ensure that the hospital is a better place to work and for our patients to be treated.

If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.



## Staff Networks

LGBT+ Staff Network

Staff (Dis)Ability Network

Armed Forces Network (for staff who are Reservists and Veterans)

Black, Asian and Minority Ethnic (BAME) Staff Network



## Staff Benefits Information

The Trust has worked hard to offer the **Best** of the benefits to our staff, the **Best** of people. By following the link before you will find our staff benefits handbook which provides you with a large selection of benefits available.

<https://view.pagetiger.com/Benefits-Wellbeing/currentstaff>

## Our Commitment

We are jointly committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all and staff feel empowered to carry out their duties to the best of their abilities.

As employers we are committed to promoting and protecting the physical and mental health and well-being of all our staff.

## Talent Management and Skills Coaching

All staff at Medway NHS Foundation Trust will have the opportunity to undertake talent and coach sessions held with our Organisational Development Team. This will be supported through the talent management process.

## Flexible Working Opportunities

At the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for us and for our patients,



and for you. Speak to us about how we might be able to accommodate a flexible working arrangement whether that's job share.

Applications are welcomed from applicants who wish to apply for a position on the basis of a smarter or flexible working arrangement. Where candidates are successful at interview, such requests will be taken under consideration and accommodated where the needs of the service allow.





**Medway**  
NHS Foundation Trust



**Best** of care  
**Best** of people



**nhsmedway.co.uk**