



## JOB DESCRIPTION

Section 1	
<b>JOB TITLE</b>	<b>Head of Estates</b>
<b>PAY BAND</b>	<b>8c</b>

Section 2	
<b>AREA OF WORK</b>	Clinical Corporate Support Services; Estates and Facilities Management Department
<b>ACCOUNTABLE TO</b>	Associate Director of Infrastructure
<b>REPORTS TO</b>	Associate Director of Infrastructure
<b>RESPONSIBLE FOR</b>	Health and safety managers and advisors Estates managers and trade staff Grounds and gardens managers and gardening staff Administration staff (including pooled admin staff for Estates and Facilities Senior management and the Estates Capital and Property Team
<b>JOB SUMMARY</b>	<ul style="list-style-type: none"> <li>Act as Trusts professional Estates &amp; Property lead to ensure that the built environment is maintained and developed to a good standard and that all-statutory obligations are met. Responsible for ensuring that the environment is safe for patients and staff.</li> <li>Responsible for budgetary control of Estates budgets including financial planning, achievement of efficiency targets and cost improvement targets.</li> <li>Deputise as required for the Associate Director of Infrastructure Services in their absence.</li> <li>Professionally accountable for all estate management matters and provide professional advice to on strategic development of estates service.</li> <li>Lead on interpretation and implementation of all technical estates matters and provide professional advice to Trust Board, Associate Director of Infrastructure, estates staff, directors and senior management of the organisation.</li> <li>Professionally and technically responsible for estates policy development and implementation of legislative requirements.</li> <li>Interpret, analyse and communicate information as required on complex technical Estates matters.</li> <li>Represent CWP in chairing of formal stages of HR disciplinary proceedings.</li> </ul>
<b>LIAISES WITH</b>	Executive directors and associate directors General managers and service heads Estates managers Clinical management units Departmental managers Leads for service level agreements Any provider for incoming services under any service level agreement Contractors and service providers All committees and groups that require a senior Estates presence

### Section 3

#### Key responsibilities:

##### TEAM RELATIONSHIP

Be part of the appointed team of professional managers to deliver Infrastructure Services across the Estate - working closely with :-

- Head of Capital and Property
- Head of Facilities
- Head of Information Technology
- Head of Procurement

1. Professional lead for management of Estates department to ensure an efficient, safe and acceptable environment for the delivery of the Trust's Health Care Services.
2. Provide lead responsibility for professional engineering and/or building advice to the Trust including Trust policy review and development as required.
3. Responsibility for management of Estates budgets including budgetary control, financial planning, and efficiency initiatives. Manage over/under spend situations and responsibility to achieve CIP targets as and when required.
4. Responsible for compliance with all mandatory and statutory standards compliance and assurance relating to the built environment.
5. Manage, review and implement emergency out of hour's maintenance services across Estate.
6. Ensure that the Estates function supports, Place, Infection Prevention Control, Cleanliness Audits. Ensure the Trust meets its obligations under Health and Social Care Act 2008 in respect of its Estate.
7. Undertake duties required by the organisation as Decontamination Lead in relation to the IPC agenda.
8. Lead responsibility for the Electro Bio Medical Device Management (EBME)
9. Manage the Grounds and Gardens Service to the Trust properties and those that are subject to Service Level Agreements.
10. Provide lead responsibility for Trusts Health and Safety management function.
11. Professional lead in evidencing that the estate under ownership of other statutory bodies (i.e. NHS Property Services) being used by CWP, is well maintained and meets statutory compliance.
12. Deputise for Associate Director of Infrastructure Services in their absence. .
13. Proactive lead for Clinical Management Units and Corporate Services acting as the link person between the General Managers and Corporate Leads for the Estates Services.
14. Prepare Estates Department business cases where required.
15. Create a positive culture of collaborative and joint working on policies and procedures for both hard and soft FM.
16. Responsible for providing a high quality service from all areas and to maintain close links with medical, nursing and other staff within the Trust.
17. Ensure appropriate and timely action is taken in matters of enquiry and concern expressed by users of the E & F service.
18. Develop and promote an attitude of "Customer Care" from all sections of the organisation.
19. Be responsible to ensure that the management of the Trusts maintenance direct labour force is efficiently implemented. Ensure the workforce meets performance targets and that full flexibility working arrangements are implemented and monitored.
20. Be responsible to ensure that the management of the Estates Department administration and support staff is efficiently implemented.
21. Responsibility for Estates department emergency planning and business continuity planning and contribution to overall Trusts arrangements in these areas.

- 22.** Responsible for recruitment and selection of all estates staff.
- 23.** Consider the needs of Estates personnel in relation to their continual training and development and prepare the annual training bid. Manage performance reviews recognising the needs relating to the Trust strategy regarding Investors in People and mandatory training requirements.
- 24.** Manage the maintenance request service to ensure both PPM and reactive maintenance is planned and exercised efficiently and implement and develop a Maintenance Helpdesk system.
- 25.** Develop and maintain systems of maintenance planning to allow planned replacements to meet budgetary provisions and prepare a business and annual maintenance plan.
- 26.** Conduct regular reviews of planned preventative maintenance, staffing levels, quality standards and performance targets and prepare reports for the Trust Executive Team.
- 27.** Take lead responsibility for managing NHS Alert and Hazard Warning Notices. Provide monitoring of action and timely response to the Trusts Health & Safety Officer. Advise other NHS organisations where we have a duty under a Service Level Agreement.
- 28.** Take lead responsibility for delivering against requests for information relating to the estate i.e. ERIC, CQC and all statutory returns for the Trust where Estates related.
- 29.** Ensure that the Estates Strategy and condition reporting of the estate is maintained and regularly reported to the Executive Team.
- 30.** Institute and maintain systems of safe working practices for both directly employed labour and contractors in accordance with current legislation and Trust policy.
- 31.** Manage a "Permit to Work" system where appropriate and manage and maintain approved and competent persons register as recognised by NHS Estates Guidance.
- 32.** Develop the Estates information systems and produce effective data for Trust Managers and Trust Board.
- 33.** Manage Trust Service Level Agreements to ensure recharges to other organisations are timely and correct.
- 34.** Responsible for the energy policy to promote energy conservation and manage the energy budget to ensure energy is purchased at the most economical price.
- 35.** Ensure invitations for quotation and tender are managed within the Trust standing financial instructions.
- 36.** Manage the Estates annual non-recurring maintenance programme to achieve the work required on time and within budget.
- 37.** Appoint contractors and manage and monitor their performance including Health & Safety matters.
- 38.** Manage negotiations and disputes with suppliers and lead on contract management with outsourced providers.
- 39.** In partnership with IM&T - monitor the use of telecommunications, ensure equipment is maintained and advise on installations and development changes.
- 40.** Ensure that adequate information relating to personnel issues is maintained and that adequate records are kept.
- 41.** Manage agreed delegated capital schemes working in close relation with the Head of Capital & Property responsible for capital works.
- 42.** Be prepared and available to participate in Estates Management on Call if required to do so.
- 43.** Represent CWP in chairing of disciplinary proceedings at General Manager level.
- 44.** Represent the Estates department in all staff grievance / disciplinary issues.
- 45.** Responsible for Estates departments' research and development programme specifically with regard to tools / equipment/ IT devices.
- 46.** Undertake construction site inspections as and when required as Head of Estate service.

## **Section 4**

### **1. Health and safety**

All staff have a general duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. All safety rules, regulations and codes of practice relating to the work area should be observed.

### **2. Infection prevention and control**

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection prevention and control at all times, thereby reducing the burden of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Hygiene Code - Code of Practice for the Prevention and Control of Healthcare Associated Infections (DH 2008).

All staff employed by Cheshire and Wirral Partnership NHS Foundation Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas, between each service user contact and after any clinical or cleaning task;
- Staff members must attend mandatory infection prevention and control training provided for them by the Trust;
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to others have a duty to contact the IPCT and Occupational Health.

### **3. Equality and diversity**

To value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.

### **4. Competency of health professionals**

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in Continuing Professional Development.

### **5. Staff involvement - individual rights and responsibilities**

To work in partnership to achieve service objectives and promote a culture of working together through good communications, openness and honesty.

### **6. Safeguarding**

Everyone within CWP has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. Every adult has a responsibility to protect children and as employees of the Trust we are duty bound always to act in the best interest of a child about whom we may have concerns.

### **7. KSF**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

### **8. Supervision**

To take responsibility for personal development by accessing appropriate supervision and personal development as per CWP [supervision policy](#).

**Section 5****Person specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Professional Qualification with Chartered membership of professional institute relevant to the built environment.</li><li>• Health and safety</li><li>• Current, valid UK driving licence for motor vehicle group A</li></ul>	<ul style="list-style-type: none"><li>• ECDL qualification or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Application form / interview</li></ul>
<b>Knowledge and Expertise</b>	<ul style="list-style-type: none"><li>• Chartered status/expertise in building / engineering discipline</li><li>• Thorough knowledge of maintenance procedures &amp; practice in engineering and building services.</li><li>• Estate Management including Landlord and Tenant legislation and land and property legislation.</li><li>• Thorough knowledge of computer systems applicable to Estate management requirements.</li><li>• Skills and knowledge of computer software to quantify and illustrate complex reports, comparisons, impacts and projections</li><li>• Knowledge of NHS</li><li>• Employee development and performance management skills including the ability to supervise and train</li><li>• Ability to develop, plan and implement short and long term goals</li><li>• Demonstrate a high level of both verbal and written communication and negotiating skills.</li><li>• Demonstrate a sound knowledge of relevant Health &amp; Safety legislation, codes of practice and hospital technical memoranda</li><li>• Budget management and a knowledge of energy and utility undertakings</li><li>• Have a sound knowledge of</li></ul>	<ul style="list-style-type: none"><li>• Project management</li><li>• Communication systems</li><li>• Control of legionellae in Health Care Buildings</li><li>• Asbestos management</li></ul>	<ul style="list-style-type: none"><li>• Application form / interview</li></ul>

Section 5			
Person specification			
	Essential	Desirable	Method of Assessment
	<p>the management of statutory regulations including asbestos regulations and legionella management.</p> <ul style="list-style-type: none"> <li>• Proven skills in policy development and drafting.</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 5 years professional senior management experience within an NHS or related Estates environment</li> <li>• Experience within the construction/Estates services with a proven managerial track record</li> <li>• Capital procurement and project management</li> <li>• 5 years post qualification experience within professional body related to the built environment.</li> </ul>		<ul style="list-style-type: none"> <li>• Application form / interview</li> </ul>
<b>Analytical and judgemental skills</b>	<ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Develop operation plans</li> <li>• Good decision making skills</li> <li>• Ability to manage multi projects across sites in addition to managing day to day problems.</li> <li>• Must be able to analyse the suitability for use of new equipment, plant and services</li> <li>• Must be able to formulate technical solutions to improve equipment, plant and services</li> <li>• Develop operational plans and policies.</li> <li>• Analyse energy data to ensure value for money and advise Trust of best options</li> </ul>		<ul style="list-style-type: none"> <li>• Application form / interview</li> </ul>
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>• Ability to handle complex tasks</li> <li>• Good analytical, planning and organisational skills.</li> <li>• Leadership</li> <li>• Team worker</li> <li>• Be confident</li> <li>• Drive enthusiasm, innovation</li> </ul>		<ul style="list-style-type: none"> <li>• Application form / interview</li> </ul>

Section 5			
Person specification			
	Essential	Desirable	Method of Assessment
	<ul style="list-style-type: none"> <li>• Must have proven negotiating skills to deal with a wide spectrum of staff, contractors and supervisors</li> <li>• Proven ability to organise workload and meet deadlines in a demand driven service</li> <li>• Must have excellent verbal and written communication skills to liaise with senior managers, staff, patients, contractors, supervisors and the public and deal with them in a courteous manner</li> <li>• Must be able to communicate technical information to non technical staff</li> </ul>		

Revised November 2014

**To be completed by HR**

<b>Job Number:</b>	1066	<b>Version No:</b>		<b>Issue Date:</b>	19 December 2014
<b>KSF Number:</b>		<b>Version No:</b>		<b>Issue Date:</b>	
<b>Jurisdiction of JD:</b>					