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| **Job**  **Description** |  |

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| **Job Title:** | Electrical Services Manager | | |
| **Band:** | 7 (indicative) | | |
| **Department:** | Estates | | |
| **Care Group:** | YTHFM | | |
| **Reports To:** | Assistant/Head of Estates | | |
| **Accountable To:** | Director of Property & Asset Management | | |
| **Professionally Accountable To:** |  | | |
| **Responsible For:** | Electrical Service Staff | | |
| **Main Base/ Site:** | Scarborough | | |
| **Contract Status:** | Permanent | Fixed Term | Other: |
| **AfC Reference Number:** |  | | |



**JOB SUMMARY**

As part of the estates management team the post holder is responsible for managing and the maintenance of the electrical engineering plant and equipment across a portfolio of hospitals and community health buildings ensuring the buildings and plant support quality health care and are:

* Safe
* Compliant
* Sustainable
* Efficient
* Resilient

The role also includes the management and leadership of directly employed engineering staff responsible for the maintenance of all properties and plant and equipment ensuring all electrical service provision is in line with all relevant statutory legislation and industry good practice guidance.

The role involves the line management of Electrical services supervisors (operational and specialist services). The role is responsible for the effective running of the electrical aspect of the Estates Department. The post holder provides prioritisation and direction to the Electrical Services Team. There will be a requirement to participate in an Estates Management On-Call Rota.

**ORGANISATIONAL CHART**

**KEY RELATIONSHIPS**

* Senior Operational Managers
* Mechanical and Building Services Managers
* Estates Supervisors
* External Authorising Engineers
* Trade Colleagues
* Capital Project Managers
* Infection Prevention & Control Team
* Medical Department Stakeholders
* Facilities Management Team
* Staff from other organisations occupying trust buildings
* External Contractors

**KNOWLEDGE AND SKILLS**

1. **Communication and Relationship Skills**

* To analyse the complex designs on electrical systems and communicate the principles of design, maintenance schedules and operational instructions to the electrical services operatives and specialist contractors.
* To be responsible for overseeing the design and project management of any delegated capital works or minor works schemes and to negotiate with both contractors and departmental heads to reduce the effects of service disruptions.
* To liaise and provide effective communication with all levels of management, staff, external agencies and contractors by verbal, written and electronic means to promote good employee relations.
* Provide reasoned and technical guidance on highly complex electrical installations and infrastructure advice to the Senior Management Team, Technical Staff and Specialist External Agencies (Contractors).
* To meet with Trust staff at all levels to arrange and negotiate system shutdowns where this may potentially have an impact on service by collaboration, update report completion of works, and manage final handover.
* To hold team meetings with staff, communicating a range of information, some of which may be contentious.
* To chair meetings with a range of multi disciplinaries teams, including from the wider Trust, escalating concerns to a range of senior level forums.
* To deliver training sessions/toolbox talks to Trade staff.

1. **Knowledge, Training and Experience**

* Undertake the duties of a Trust’s Lead Authorised Person, which requires expertise and knowledge across the following specialisms: High Voltage (HV) and Low voltage (LV), LOLER and attend/chair the electrical safety committee.
* Knowledge of Building Management System (BMS) and to act as a lead within this subject.
* Identify the electrical maintenance requirements of the Trust and develop the planned maintenance programmes and associated backlog maintenance investment priorities.
* The post holder will participate in an on-call service to provide out of hours advice and assistance. The post holder will be expected to use their skills, experience, and initiative to resolve problems.
* To provide estates management cover responsibilities for the Mechanical and Building Service Managers during periods of absence.
* The post holder must hold a relevant electrical engineering degree with demonstrable practical experience (or have an equivalent level of knowledge and experience) and certification in the relevant Electrical subjects to be able to fulfil the Authorised Person aspects of the role.
* The post holder will have completed further professional development (normally 4 years post-graduation or apprenticeship) gathering specialist expertise (ideally in Health Service engineering services) across a range of technical subjects listed below, to enable them to carry out statutory required tasks in the areas.
  + High Voltage (AP)
  + Low Voltage (AP)
  + LOLER
  + Building Management System (BMS)
  + Asbestos
  + Confined Spaces
  + Working at Heights
  + First Aid

The Authorised Person (AP) disciplines require formal courses to develop theoretical knowledge of the subject, a formal examination to be successfully passed (registered by the appropriate body), followed by independent study and experience of the systems contained within each Hospital environment. There is then a formal appointment interview carried out by the appropriate Authorising Engineer, to ensure the individual has the correct expertise within the specialism, prior to the individual being able to carry out tasks on the relevant systems. The formal training and examination process must be repeated every three years prior to a review and reappointment. The postholder will be expected to ensure that arrangements are in place for suitably trained staff to fulfil the role of Competent Person with adequate records in place and to oversee or be involved in conducting audits and site visits to examine information for compliance with current legislation and Trust policies.

* The post holder will continually take on board new skills and participate in training continual professional development to improve efficiency and quality within the Estates Department.

1. **Analytical Skills**

* To manage and assist the maintenance supervisors, technicians and craft staff in the resolution of complex engineering problems.
* To diagnose and repair complex faults on a wide range of electrical services and deal with new conflicting situations as they arise and pass on knowledge to others.
* Interpret detailed building and engineering drawings and specifications to instruct and advise others.
* Use own initiative, knowledge and experience when designing, quantifying, manufacturing and installing building fabric and material, engineering plant and equipment in accordance with current guidance and legislation.
* To apply judgemental skills in the evaluation of repair work hazards by carrying out suitable and sufficient risk assessments to health and safety of patients, visitors and staff, all in accordance with Estates procedures.
* Be capable of reading and understanding complex detailed design engineering drawings, and operation and maintenance manuals.

1. **Planning and Organisational Skills**

* The role provides prioritisation and direction to the Electrical Services Team.
* The running and maintenance of the Electrical Services throughout the Trust.
* The oversight of all the electrical planned and statutory work of the Estates Department.
* To plan, co-ordinate and monitor a broad range of complex electrical maintenance activities and strategies including statutory pre planned maintenance and remedial works to ensure the estate is maintained in such a condition that it fulfils its functions effectively, safely, economically and efficiently. Making adjustments to plans and strategies as needed.
* Work alongside and assist with the workload of the other Estates Managers when required and in their absence to a provide effective day to day support and liaison to both the operational estates team and specialist external agencies (contractors) delegated to your area of supervision.
* To participate in the development of a proactive approach to estates capital and backlog maintenance program including the integration of an asset-based works management system.
* To formulate and interpret complex reports, audit inspections, etc. and to produce recommendations of remedial works required, producing action plans and ensuring implementation.
* Formulate long term strategic plans (multi-year) in relation to the Trust’s backlog maintenance programme.

1. **Physical Skills**

* To drive Estates vehicles to transport equipment and tools to remote sites at short notice.
* To manufacture, assemble, erect and install new work. To use all relevant fine tools and test equipment to accurately calibrate machinery to a tight tolerance (as set by the appropriate national standard) in a safe manner.
* Must have good computer literacy skills to regularly use computer systems – e.g. BMS, CAFM system etc, to generate and analyse reports.

**RESPONSIBILITIES**

1. **Responsibilities for Patient/ Client Care**

* The post holder may be required to provide information and guidance to patients (in an inpatient setting) in relation to engineering services including heating, lighting and power services.

1. **Responsibilities for Policy and Service Development**

* Ensure that all staff adhere to the policies and procedures of the Estates Department and the Trust
* To be responsible for updating the Trusts planned electrical maintenance plan and arranging the inspections by an external competent person.
* Jointly responsible for the management of health and safety within the Estates Department including the production of risk assessments and method statements and maintaining the upkeep of the Estates Department’s risk register.
* To actively participate in relevant Technical Committees, bringing forward and implementing policies and procedures to improve the efficiency and safety of the Estates Department.
* Review and amend policies relevant in specialist area.
* Draft/design new policies in specialist area.
* Work with senior management to revise departmental and YTHFM policies and procedures in collaboration with Trust colleagues.

1. **Responsibilities for Financial and Physical Resources**

* To be budget holder for the electrical engineering budget, monitoring and controlling the expenditure within strict financial limits.
* Responsible for the ordering/authorising orders of service contracts and materials whilst adhering to standing financial instructions and ensuring that subordinates adhere to the standing financial instructions.
* The post holder is responsible for installation, maintenance and repair of the Trust’s/YTHFM assets and premises.

1. **Responsibilities for Staff/ HR/ Leadership/ Training**

* To manage engineering and building contractors operating on the Trust sites and to operate the safe contractor systems in compliance with the HSE’s requirements.
* Line manager of the Electrical function, directly for Supervisors and with responsibility overall for the wider Electrical Team.
* Responsible for application of all staff management related policies and procedures.
* To be the line manager of all the Trusts electrical engineering service trade staff. To manage sickness absence, performance, undertake personal development reviews and disciplinary issues in line with the Trust’s policies. To ensure that the demands of the legislation, Department of Health Estates and the Trust’s environment are met.
* To identify the training requirements of the electrical staff and to assist with their development needs, sourcing training programmes to achieve the standards required by the department to ensure compliance with statutory legislation and guidance.
* Ensure that all the staff adhere to the policies and procedures of the Estates Department, encompassing statutory working regulations.
* To organise and prioritise own work and that of colleagues and external contractors.
* To manage contractors when on site.
* Support to trainees, staff and contractors, checking and evaluating work when required, including hands on training and demonstration.

1. **Responsibilities for Information Resources**

* Be responsible for the storage of any relevant data and regularly required to prepare reports to detail statistical data such as staff absences, annual leave, training and engineering information.
* To complete data entry as required supporting the Labour Management System (LMS) and Building Management System (BMS). Receiving and giving training in both areas as systems develop.

1. **Responsibilities for Research and Development**

* Assist the Trust Energy Manager for the control and monitoring of energy usage throughout the Trust and assisting with the development of the energy conservation programme to actively pursue the reduction of the Trusts carbon footprint in compliance with government targets.
* To understand new technology including testing and evaluating of new equipment with respect to advances it will make for Estates and the Trust. To disseminate the information and guidance to Departmental heads, managers and Estates colleagues. To consult with staff representatives for the introduction of advanced technologies into the Trust.
* Work with the external AE on audits, translating issues into action plans and taking these actions forward alongside the relevant Supervisor/Manager
* On a regular basis, supervise equipment testing for all new equipment as required by legislation and guidance, undertakes conditions surveys of equipment, making adaptations to systems as required.

1. **Freedom to Act**

* The post holder is expected to work within legislative & national guidance documents standards, and act as a specialist in their own field.
* Works autonomously and is expected to proactively assess the estate to identify improvements and take these forward.

**EFFORT AND ENVIRONMENT**

1. **Physical Effort**

* Occasional requirement to exert moderate physical effort – occasional confined spaces and working at height.

1. **Mental Effort**

* Occasional requirement for prolonged periods of concentration – for reports and permits.
* The post holder is required to concentrate for prolonged periods to produce validation or testing reports or permits on complex equipment. These reports are expected to take 3-4 hours to produce.
* The post holder is expected to be able to be interrupted during validation report work to carry out emergency breakdown work.

1. **Emotional Effort**

* The post holder will have incidental contact with patients, may occasionally work in the mortuary or deal with complaints and incident reports.

1. **Working Conditions**

* The post holder may be required to occasionally work in unpleasant conditions.

**KEY VALUES**

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

* We are **kind**
* We are **open**
* We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

* **Respect** and value each other;
* Treat each other **fairly**;
* Are **helpful**, and seek help when we need it.

We are **open**, this means we:

* **Listen**, making sure we truly understand the point of view of others;
* Work **collaboratively**, to deliver the best possible outcomes;
* Are **inclusive**, demonstrating everyone’s voice matters.

We pursue **excellence**, this means we:

* Are **professional** and take pride in our work, always seeking to do our best;
* Demonstrate high **integrity**, always seeking to do the right thing;
* Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

**STANDARD GENERIC ITEMS:**

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust’s general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

In order to ensure the Trust’s ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

*This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.*

**JOB AGREEMENT:**

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| --- | --- |
| **Job Holder**  *(PRINT NAME)* |  |
| **Job Holder**  *(SIGNATURE)* |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Recruiting Manager**  *(PRINT NAME)* |  |
| **Recruiting Manager**  *(SIGNATURE)* |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Person**  **Specification** |  |

**Electrical Services Manager**

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| **Criteria** | **Essential** | **Desirable** |
| **Education, Qualifications and Training** | * Degree level qualification in a relevant electrical engineering discipline (or an equivalent level of knowledge and experience) * Apprentice qualified to HNC/D level. * Demonstrable practical certification in electrical subjects to be able to fulfil the Authorised persons aspects of the role. * Thorough knowledge of electrical distribution and engineering systems and controls. * Knowledge of current legislation and regulations related to Electrical Engineering Services, Health and Safety and the Health Service. * Responsible Person in Asbestos\* * Additional professional development and suitable site knowledge to be formally appointed as an AP (Authorised Person) by the Trusts AE (Authorising Engineer)   + LOLER\*   + Low Voltage (AP)\*   + High Voltage (AP)\*   + Asbestos\*   + Confined spaces\*   + Working at Heights\*   + First Aid\* * Current driving licence. The current driving licence should not amass 12 points within any 3-year period. For new drivers they should not amass 6 points within the first 2 years of passing their test. Driving category for a Car is B.   \*These training items are essential for the role and if not held on appointment must be obtained within the first 2 years of appointment. | * NHS Estates guidance and knowledge of technical documents of Health Technical Memoranda and Health Building Notes. * Professionally qualified. * Previous NHS experience. |
| **Experience and Knowledge Required** | * Formal training/experience Schneider Controls computer control equipment\* * Formal training/ experience fire alarm systems\* * Formal training/experience steam generating boilers\* * Formal training/experience of fire control in buildings\* * Budget Management * Staff and Team Management * Application of a range of HR policies and procedures * Dealing with technical investigations * Formal training/experience Legionella awareness\*   \*These experience and knowledge items are essential for the role and if not held on appointment must be obtained within the first 2 years of appointment. | * Specialist expertise in Health service knowledge across a range of technical subjects, to enable them to oversee statutory required tasks in the areas. * Project Management * Dealing with complaints |
| **Skills and Attributes** | * Maintaining positive Staff Side relations * Contractor Control * Organisation and Planning * Negotiation and liaison skills * Good interpersonal skills with both technical and non-technical staff * Ability to define and source training needs for a large group of Electrical Engineers * Complex fault-finding across electrical services | * Complex fault-finding experience on NHS services Previously held competent persons certificate in a range of Health Care disciplines appertaining to Health Technical Memorandum |
| **Aptitude and Personal Qualities** | * Ability to communicate complex Engineering problems to non-engineering personnel at Board/Director/ Departmental Heads/Managers level * Ability to communicate effectively with all Trust employees including simplifying complex engineering information for a wide audience. * Ability to lead an Estates Department team. * Ability to manage change. | * Ability to develop a customer centred service |
| **Values & Behaviours** | Ability to demonstrate our organisational values and behaviours:   * We are **Kind.** * We are **Open.** * We pursue **Excellence.** |  |