

Role Profile Descriptor

Job Title: Senior Project Design Manager	NHS AfC: Band 8a
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Accountable to: Head of Estates Strategy
Key Relationships with: Executive Directors, all managers and other service managers, directly employed staff, service users, Estates staff and maintain professional relationships with contractors, consultants, advisors, external agencies and other Trusts

Principal objectives:

- To manage and lead the Estates Development Design Teams (internal project engineers and external design consultancy services)
- To deliver a high quality, compliant and cost effective Project Designs, informing tender packs and construction information, including:
 - Planning (Pre Application and Post Application) including condition discharge
 - Ensure HBN Compliance
 - Ensure HTM Compliance
 - Ensure compliance with NHSE Estate development requirements.
 - Ensure compliance with Building Regs. / Building Control and all legislative compliance.
 - Design Consultancy framework management
- Ensure a high level of outcomes by the application of technical and managerial expertise with the overall aims and ethos of the Trust and relate to the policies and actions outlined in the Trust's business plan, ensuring the efficient and economical use of the Trust's resources in line with the Trust's financial guidances and frameworks, utilising all present compliancy issues with respect to legislative, statutory and NHS guidance frameworks.
- Tender schemes in accordance with SFIs and Public Procurement Regulations.
- Ensure structured information sharing, collaborative working relationships and handover between and / the Capital Delivery Team.
- Chair, schedule and manage Multi Disciplinary Team (MDT) design meetings with the project engineering team.
- Ensure standard specifications are established and a standard specification library is generated for Trust Capital project assets i.e. standard specs for common mechanical / electrical items. All specifications are to be agreed by Estates Operations.
- Engage and liaise with all Trust Stakeholders to establish project brief and through the design development stages.

Job Summary

- To manage/support the implementation of a diverse portfolio of estates and facilities related designs, taking schemes through from inception (receiving information from and working collaboratively with the Healthcare Planning Team) through design, tender and evaluation within cost, time and quality parameters considered.
- To mentor and manage trainees and apprentices as required.

- Technical responsibility for all Capital Development Scheme designs under the Estates Strategy Team and appropriate utilisation of engineering and construction support within the program of capital refurbishment and development projects, to achieve the Trust's annual programme of improvement, refurbishment, expansion, and modernisation works as led ESNEFT by divisional need.
- Responsible for the formulation of all Capital Development contracts and tender packs for the installation, refurbishment, expansion, and renewal of Trust assets.
- Inputs into the development and implementation of Estates & Facilities policies, procedures, systems and energy management initiatives.
- You will have responsibility for monitoring the quality of M&E and Construction work and ensuring it is carried out in accordance with the tender pack by collaboratively working with the Clerk of Works and Construction Compliance Manager, appropriate standards and specifications, ensuring compliance with all European Standards, British Standards and guidance, Statutory compliance and relevant current guidance/regulations.
- You will be expected to be flexible and assist in other areas of Estate Management throughout the Trust, this will include Colchester Hospital, Ipswich Hospital and the Community sites.
- During design, and as part of the MDT meetings, ensure that the designated Project Manager from Capital Delivery is informed and is aware of project specific information.
- Post design, to ensure that a structured handover from Estates Strategy to Capital Delivery takes place.
- Ensure that we comply with public procurement regulations
 - Manage the appointment process of the consultancy team.
 - Framework management through NHS recognised frameworks i.e. SBS.
 - Ensure that all tender packs are issued in a compliant manner.
 - Work collaboratively with procurement.
- Lead on senior team meetings, as appropriate and at the direction of Head of Estates Strategy, to ensure that the Capital & Estate Operational teams are aware of work planned, in process and completed.

Duties and Responsibilities

- Be responsible for project design administration, ensuring that projects are designed within agreed financial limits, time, and quality.
- To manage design budgets, timesheet capture of design team hours and cross charging of costs as required.
- Formulate and prepare specifications and design information and co-ordinates complex and overlapping projects for Estates building services. Provides the engineering and construction element for complex, integrated schemes in line with current statutory legislation and guidance.
- Responsible for the direction, review and approval of manuals, programmes and digital drawings using relevant software systems
- Prepares or assists with the generation of competitive tendering documents and participates in the tendering process for projects as appropriate with the Head of Estate Strategy and Head of Estate & Capital Delivery.
- Manage effectively, delegated revenue and capital budgets. Ensure compliance with Standing Financial Instructions and Trust Policies.
- Contribute to the delivery of an agreed cost improvement / cost releasing efficiency saving programme.

- Contribute to and maintain a system of monitoring asset performance, carrying out ongoing benchmarking within and outside the NHS.
- Negotiates and agrees pre tender estimates to inform business cases and assists with contract variations for capital schemes.
- Assists and, where necessary, deputises for the Head of Estate Strategy with the day-to-day management of projects, including supervision, contract administration, chairing meetings, disputes resolution and correspondence during the contract period.
- Ensure that appropriate supervision is provided during construction works at key stages to witness commissioning and ensure that design criteria is met, reaching an agreed level of standard and compliance in line with the specification and current statutory legislation, maintaining lines of communication and ensuring attendance as required by the construction compliance manager / clerk of works team.
- Undertakes site surveys and inspections as required in connection with the preparation of engineering schemes. Assesses the condition and life expectancy of engineering installations, systems, plant and equipment and advises on courses of action as appropriate – The successful applicants must be able to work at height and access all areas of the hospital as reasonably expected.
- Prepares project briefs, feasibility studies and budget estimates for engineering schemes and for the engineering element of integrated schemes, considering different design options as appropriate.
- Facilitates and coordinates multidisciplinary design meetings, ensuring that stakeholder requirements are met.
- Assist with the provision of user training on new mechanical and electrical systems.
- Provide ad hoc advice to Trust Directors and senior managers regarding engineering problems and solutions pertinent to the Trust's environments and areas.
- To identify and include backlog liability reduction opportunities within capital schemes design development and to engage with the backlog team so that they may address the six facet condition survey information accordingly.
- Contributes to the production and annual updating of the Estates Condition Survey and other documentation such as the irregular maintenance programme and review and development of planned maintenance systems and policies throughout the Trust.
- Monitors the development of and approves suitable new technology, systems and products for possible deployment across the Trust's estate.
- Monitors and critically appraises the implications of new statutory and non-statutory engineering regulations as they affect the Department.
- Liaises with external agencies such as Water, Gas and Electrical utility providers, as appropriate, for the Department where necessary.
- Establish and maintain effective relationships with service providers, service users and key stakeholders in order to ensure the ongoing delivery and development of high quality services.
- Identifies, assess and manages project associated clinical and non-clinical risks/hazards, where appropriate, through the completion of the relevant design stage risk assessments and the implementation of risk treatment plans for inclusion in the local and Trust's risk registers through the Risk Management department.
- Communication and disseminate information throughout the Trust. Chair meetings and lead initiatives as required.
- Undertakes other duties that are appropriate and commensurate with the grade as may be required from time to time as agreed with the Head of Estates Strategy and the Assistant Director of Property & Estate Strategy.

- Ensure design intrinsically captures and manages statutory compliance and best practice compliance including:
 - Construction Design and Management Regulations
 - Building Regulations
 - HSE Requirements
 - Fire safety
 - Asbestos Management
 - Control of legionella
 - Property related health and safety
 - All NHS Health Building Notes (HBN) and Health Technical Memorandum (HTM) design guidance documents
 - Sustainability Agenda
 - Equality Act and PLACE audits.
 - CQC Audits.
- Ensure the adoption of policies, procedures and practice to deliver or exceed national targets and guidance for design with particular reference to legislative requirements and best practice as identified within Health Building Notes (HBN) and Health Technical Memorandum (HTM) guidance documents.
- Responsible for ensuring design related procurement activities are undertaken in accordance with procurement requirements, SFIs (standing financial instructions), Public Procurement Regulations and Limits, and established best practice models as prescribed by Department of Health, Office of Government Commerce, National Audit Office to establish the NHS as best in class customer.
- Ensuring that designs are compliant with all relevant existing and proposed legislation which will include analysis, evaluation and recommendation. Where relevant ensure derogation assessments are undertaken and mitigations are agreed via design MDT meetings and the HTM Groups.

Purpose of Role:

- The Corporate Manager has responsibility for managing all aspects of service delivery within the relevant corporate function of East Suffolk & North East Essex Foundation Trust to agreed quality standards and within the resource and income base available, to support the Trust's development as a clinically led organisation.
- The Corporate Manager will lead on the development, implementation, establishment and review of performance management systems within the relevant corporate functions – it is critical that this is done collaboratively with others within the service area and across the other Divisions.

This means specific accountability to:

- Ensure that service delivery standards are achieved
- Work collaboratively with the Divisional Directors, Clinical Leads, Operational leads, and other colleagues to ensure that service delivery and improvement plans are developed, implemented and reviewed
- Ensure that financial controls are established and maintained within the relevant departments
- Work in partnership with colleagues across the Trust to drive the achievement of the Trust's corporate goals and business plan, including the achievement of all the relevant performance standards incorporating quality, safety, contractual, financial and people
- Act as an ambassador for the Trust, ensuring the positive development of the Trust brand, championing the Trust's values

Key Responsibilities:

Leadership

- Provide visible operational leadership and promote continual improvement in quality, performance and delivery of Trust objectives.
- Lead, manage and motivate staff within the team to deliver and improve services.
- Line management of staff within the department, either directly or through delegated responsibility.
- Develop the business and planning processes throughout department to deliver services to required standards and within the available resource base.
- Develop processes in collaboration with other Corporate Leads to jointly manage the business, delivery and development of services.
- Work collaboratively with the HR Business Partner to ensure effective workforce planning that meets the needs of both current and future service developments and to ensure that all staff receive appropriate education and training opportunities which supports the workforce strategy and therefore, the strategic aims of the Trust

Service Delivery and Improvement

- Ensure the efficient organisation of corporate services within department, making best use of capacity to deliver activity within the terms of the Trust Service Level Agreements (SLAs) and with cost effective utilisation of staff and non-pay resources.

Financial and Performance Management

- Operate as accountable budget holder for the departmental budget and be accountable for all pay and non-pay expenditure.
- Ensure that budgets are managed in accordance with the Trust's Standing Financial Instructions, working collaboratively with the Finance lead, taking action where necessary to prevent or address variance in performance, and to incorporate recommendations of internal and external audit.
- Ensure the department meets the required performance standards.
- Share and communicate performance indicators and level of performance throughout the department, taking action where required to address variance from the standard/milestone.
- Ensure that unplanned variation in service delivery (activity, income, expenditure, capacity, performance) is identified and appropriate, timely action taken.
- Work collaboratively with the relevant Head of Corporate Services to lead the department in the development of cost improvement plans and their implementation as part of financial recovery processes.
- Develop capital and/or revenue business cases for submission to the relevant Corporate Director for the Programme Investment Group

Risk Management and Governance

- Work collaboratively with colleagues to ensure that effective governance arrangements and performance management systems are in place.
- Work collaboratively with colleagues to ensure that all risks are identified and included as appropriate on the organisational risk register and are progressed appropriately to reduce the risk profile.
- Work collaboratively with colleagues to address complaints and incidents appropriately – lead the learning from such events to ensure that learning is achieved across the department.

Corporate

- With other leaders across the Trust, provide public interest entrepreneurial leadership of the trust, within a framework of prudent and effective controls which enable risk to be assessed and managed.
- Use specialist knowledge and experience to ensure that decisions taken are in the Trust's best interests.
- Work with colleagues to facilitate corporate and divisional performance through realistic, cross referenced and measurable objectives.
- Put the interests of the Trust before any interest to a specific area of responsibility, and to participate fully in the department's collective decision-making as a team member rather than as a functional or professional advocate.
- Hold a 'corporate' leadership role for delivery of cross cutting agendas that defines ways of working between directorates and shapes individual and joint roles across the organisation.

General

- As an NHS manager, you are expected to follow the code of conduct for NHS managers.
- If you have responsibility for a budget, you are expected to operate within this and under the Trust's standing financial instructions (available on the Intranet site) at all times.
- To be responsible and accountable for ensuring that all staff under your direction comply with Trust Infection Control policies and clinical guidelines.
- To conduct annual Performance Development Reviews, incorporating talent management reviews (if applicable) and progress reviews for staff in your charge and, through this process, identify and facilitate development opportunities to improve the performance of the individual and the Trust.
- Ensure training and development needs identified in the individual's personal development plan are followed up and assist staff to identify their development needs and to promote a learning culture.
- Ensure that Departmental Induction training and all necessary training to meet health and safety and statutory requirements is in place and is appropriately reviewed.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.
- All employees must comply with the Trust's Equality and Diversity Policy and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, gender reassignment, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk and health and safety, and will be required to work within the policies and procedures laid down by the Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.

- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

Note: This job description is issued as a guide to your principal responsibilities. It may be varied from time to time to meet new working requirements and does not form part of your Contract of Employment

Person Specification

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NHS AfC: Band 8a

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven experience of working in a management/leadership role • Experience of managing, leading and motivating a team • Leading service changes to improve performance • Leading projects • Responsible for a budget and budget setting • Identifying and interpreting national policy and implementing required changes • Business case development and annual planning, longer term planning 	
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience • Management/leadership qualification or equivalent experience at post graduate level • Evidence of continued professional development • Further relevant training 	<ul style="list-style-type: none"> • Relevant Professional Memberships (e.g. MCIBSE, MIET, MIHEEM) • Chartered Status (CEng)
Knowledge	<ul style="list-style-type: none"> • Financial procedures including budget setting and working knowledge of financial processes • Business planning /annual planning/long term planning • In depth understanding of change management • Able to use IT systems including Microsoft Office • Good understanding of the current NHS agenda and healthcare policy • Knowledge of service improvements/transformation and project management • Risk management and governance • Building Services Engineering design and legislative requirements 	<ul style="list-style-type: none"> • NHS IT systems

Personal Skills	<ul style="list-style-type: none"> • Good analytical and problem solving skills – ability to analyse highly complex data/information and make judgements/draw conclusions – including ability to respond to unexpected demands • Ability to work independently and make autonomous decisions • Strong communication skills both written and verbal – able to provide and receive highly complex, sensitive information and use persuasion, influencing and negotiation with individuals and groups including stakeholders • Ability to embrace, lead and drive change • Ability to organise and prioritise own workload and direct the work others and adjust plans as required both in the short and long term • Able to work flexibly to meet the demands of the role • Demonstrates a strong desire to improve performance and services 	
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