

Job Description and Person Specification

Working in partnership

The Royal Wolverhampton NHS Trust
Walsall Healthcare NHS Trust



Care Colleagues
Collaboration Communities

Vision

Our vision is to 'To deliver exceptional care together to improve the health and wellbeing of our communities'. Our vision has been updated to reflect the closer working of our organisations and to focus on our core purpose of improving the health and wellbeing of our communities.

A vision is more than a few words – it reflects our aspirations, helps to guide our planning, support our decision making, prioritise our resources and attract new colleagues.

Strategic Aims and Objectives

Our strategy is based around four strategic aims - referred to as the Four Cs.



Care	Excel in the delivery of Care	
Colleagues	Support our Colleagues	
Collaboration	Effective Collaboration	
Communities	Improve the health and wellbeing of our Communities	

Our strategic aims reflect our four key areas of focus and consider the key influences from the environment within which we operate.

Our aims incorporate feedback from colleagues working for both organisations as well as the public and external stakeholders, e.g. the Integrated Care Board and other providers.

Our strategic aims are underpinned by strategic objectives (detailed later in the document) – these are more specific measures which we use to judge our achievement.

Job Description

1. Job Details

Job Title:	Construction Project Manager – Capital Programme
Band:	8A
Reports to (Title):	Head of Capital Programme Delivery
Trust Website:	www.royalwolverhampton.nhs.uk
Directorate:	Estates Development Division
Department / Ward:	Capital Programme
JD Number:	JD 3904
DBS Check Required	<p>Delete as applicable – https://www.gov.uk/find-out-dbs-check/y</p> <ul style="list-style-type: none">• Enhanced with Adult's and Children's Barred List• Enhanced Adults or Children's Barred List• Enhanced DBS• Standard DBS• No DBS

2. Job Summary

1. Lead project teams, which could include a design team, Divisional Managers, Senior Managers, Consultants, Doctors, and external bodies.
2. Manage the selection and appointments of design teams of professionals such as Architects, Structural Engineers, Principal Designers and CDM advisors, Services Design Consultants, Contractors, and Sub-contractors to carry out work for the Trust.
3. Responsible for ensuring that building and engineering services works, which include multi-million-pound contracts are carried out to appropriate standards from feasibility stage to post completion stage.
4. Manage projects within the Trust capital programme, liaise with other Directorates and carry out on-call manager's duties.
5. Provides specialised knowledge for projects within the Capital Programme. Produce designs and specifications to users' requirements and in compliance with current regulations, and tender documents and contracts.
6. Involved in developing and implementing policies and specialist programmes that would impact Trust wide.

3. Main Duties and Responsibilities

1.00 CAPITAL DEVELOPMENT

- 1.01 Delivery of the Trust's rolling capital investment programme.
- 1.02 Management of individual schemes and projects as part of the programme.
- 1.03 Manages the selection of design consultants, Architects, Structural Engineers, Quantity Surveyors, and Principal Designers and CDM advisors.
- 1.04 Implement controls to ensure that individual projects are kept within approved budgets and the capital expenditure is contained within the programme and provides regular monitoring reports for each of the schemes nominated to the post-holder in accordance with Directorate procedures.
- 1.05 Ensures that the proper professional and technical standards are maintained throughout each project.
- 1.06 Communicates technical redevelopment-related information to Trust managers, contractors, advisors, suppliers and negotiates with them.
- 1.07 Exchanges technical project-related information with specialists, non-specialists; negotiates and refines brief with professionals, contractors, and suppliers.
- 1.08 Ensuring that reporting lines for communications are maintained and updated.
- 1.09 Responsible for the provision of state-of-the-art buildings, equipment, and facilities for patient care.

- 1.10 Responsible for taking and transcribing formal minutes including: Strategic planning meetings, Design Team meetings, Contract Meetings, Construction progress meetings.
- 1.11 Responsible for evaluating equipment with user before purchase; co-ordinate acceptance testing and commissioning.

2.00 ESTATE MANAGEMENT

- 2.01 Maintains the technical library and Document Management System for the Directorate.
- 2.02 Co-ordinates training of Trust staff in the use of new equipment and buildings at commissioning stage.
- 2.03 Provides estate data and "as fitted" drawings, operating and maintenance manuals.
- 2.04 Uses software including Microsoft Office and Computer Aided Design system for building plans.
- 2.05 Responsible for ensuring all information is available for and carries out post project evaluation and that the information is maintained throughout the life of the Project.
- 2.06 Undertakes buildings and equipment condition surveys.
- 2.07 Formulates and co-ordinates testing and commissioning strategies prior to occupation of the building, liaising with key clinical personnel and ensuring adequate time and resources are available.

3.0 FIRE, HEALTH & SAFETY AND RISK MANAGEMENT

- 3.01 Ensures that each capital scheme includes and complies with all fire, health and safety legislation, building regulations, Risk Management policy and Infection Control policies.
- 3.02 Makes judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.
- 3.03 Makes judgements across a wide range of estates and construction issues taking into account current legislation, H&S regulations, conflicting demands – condition of plant & equipment.
- 3.04 Ensures the Trust complies with all National and other directives concerning procurement of construction works and consultant services.
- 3.05 Ensures all works are carried out with minimum risk and disruption to patients and staff, and to deal with any staff and patient's complaints in a prompt and efficient manner.
- 3.06 Ensures that the Trust complies with the Capital Investment Manual and Capital Procedures.

4.00 CAPITAL PLANNING

- 4.01 Leads joint planning teams, option appraisal and feasibility study groups.
- 4.02 Provides input into and takes the lead on Business Cases for capital development in accordance with the Department of Health Capital Investment Manual and Trust procedures.
- 4.03 Preparing briefing information for design teams, contractors and suppliers engaged in capital works.
- 4.04 Long term and short-term project planning, emergency, contingency planning for critical services.
- 4.05 Responsible for setting up and ensuring formal reporting is carried out for all Project team and project sub-groups.
- 4.06 Reviews and assist in the development of policies for construction work.
- 4.07 Participates in the selection of term contractors, term consultants and suppliers, and manage work and cost against the contracts awarded.
- 4.08 Liaises with and assists the Estates Development Projects Team and Estates Team with the preparation work on any new development.
- 4.09 Planning applications for projects including all design issues.

5.0 FINANCIAL BUDGETORY CONTROL

- 5.01 Controls the individual project budgets and provides regular monitoring reports for all levels of management.
- 5.02 Advises on certification of contract payments, payment of fees, contract documents and agreements, and manages the handover procedures.
- 5.03 Ensures that each scheme meets the requirements of clients' and staff needs, timescales and budgets.
- 5.04 Implements systems of control to monitor cost, time and performance of all external consultants, advisors and contractors ensuring a clear and concise audit trail.

6.0 GOVERNANCE

- 6.01 Ensure projects within the capital programme are procured in accordance with the Trust's Standing Orders, Standing Financial Instructions and National advice.
- 6.02 Ensure the Trust's external advisors and consultants, contractors and suppliers are procured in accordance with the Trust's Standing Orders, Trust's Standing Financial Instructions and National advice.
- 6.03 Ensures that projects within the capital programme comply with the Construction, Design and Management Regulations.
- 6.04 Ensures individual projects within the capital programme are procured in accordance with NHS Estates guidance.

7.0 COMMUNICATIONS

- 7.01 Communicates within the Directorate to all members of staff, consultants and contractors and suppliers employed by the Trust across all aspects of the post-holders job description;
- 7.02 Gives instructions to members of staff, advisors, contractors, and suppliers.
- 7.03 Communicates technical development related information to Trust Managers, advisors, contractors, and suppliers, and negotiates with them.
- 7.04 Communicates with Trust staff, the managerial and professional aspects of the job description in order to influence managerial decisions.
- 7.05 Ensure consultation takes place with external organisations such as the Wolverhampton City Council.

8:0 NOTES

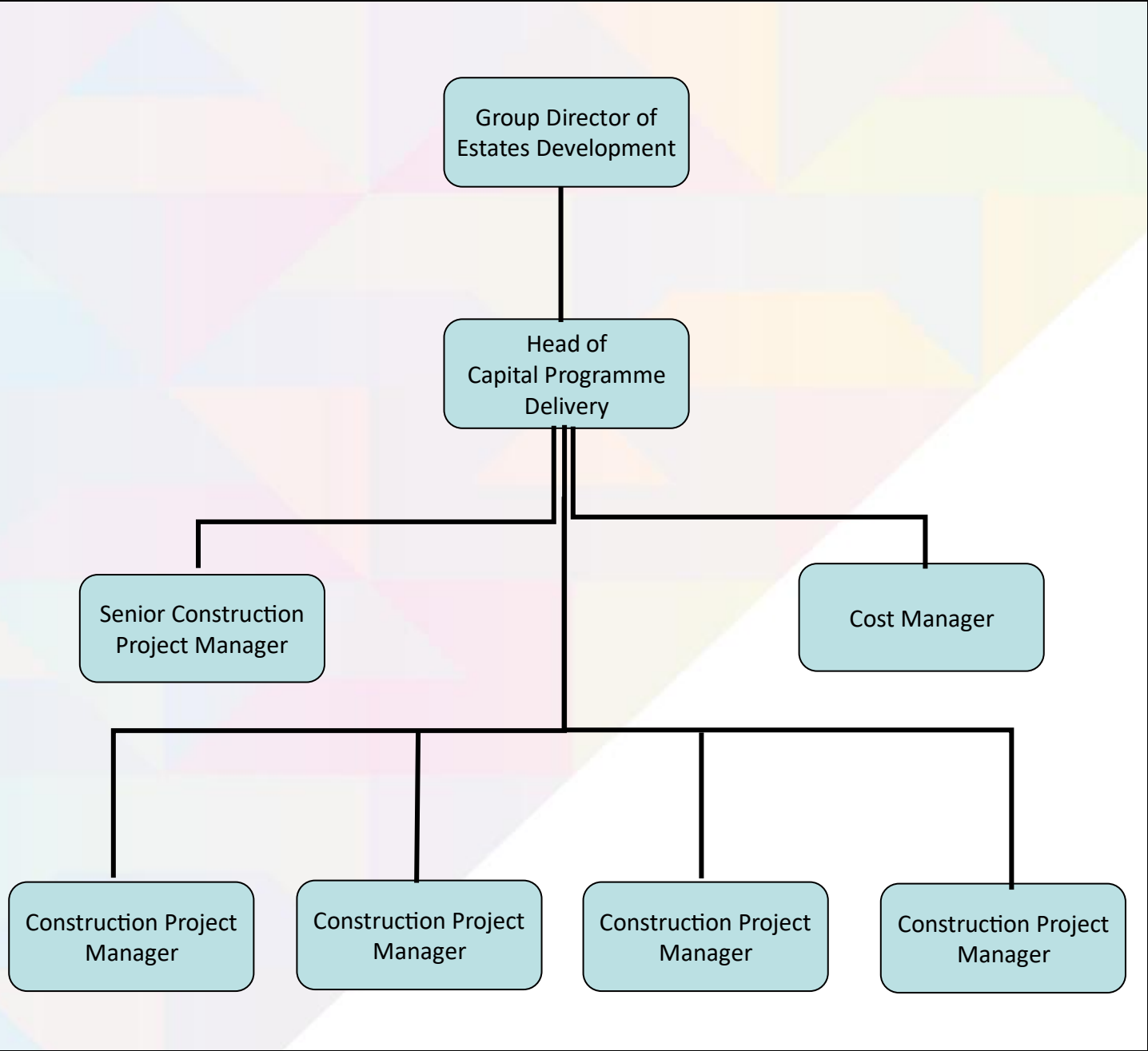
The above duties and responsibilities represent current priorities and are not definitive. The role will inevitably vary and develop over time. Changes will be made in discussion with the post holder in the light of service needs.

This job description is subject to review with the post holder annually, as part of the personal development plan, and is also subject to review in accordance with any changes in Trust policy and future development of the service. All employees must adhere to and perpetuate Trust policies, procedures, and precedents.

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorized use of or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence and action for civil damages under the Data Protection Act.

The Trust has adapted and Equality and Diversity Strategy covering all the staff and it is the responsibility of all staff to comply with the policy.

4. Organisational Chart



This job description is not intended to be an exhaustive list of duties and it may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.

Infection Prevention

Maintain a current knowledge of infection prevention and control practices and policies through annual mandatory updates and role specific training.

Demonstrate a current knowledge of infection prevention and control practices through the delivery of clinical care and maintenance of a safe environment in accordance with infection prevention and control practices and policies. Take part in infection prevention initiatives in the local area. Challenge infection prevention practices, reporting breaches using relevant Trust policies as appropriate (e.g. incident reporting policy).

Equal Opportunities Policy

It is the aim of the Trust to ensure that no job application or employee receives less favourable treatment on grounds of sex, disability, age sexual orientation, race, colour, nationality or ethnic or national origins or is not placed at disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunity Policy and it is for each employee to comply with and contribute to its success.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors, to observe obligations under organisational and departmental Health and Safety Policies, maintaining awareness of safe practices and assessment of risk.

Data Protection

If required to do so, to obtain, process and/or use information held on computerised or manual records in a fair and lawful way in line with the Data Protection Act 2000. To hold data only for specific purpose and not use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations, as instructed.

Customer Care

It is the aim of the hospital to provide patients and other service users with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and other service users first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures, and Trust and Wolverhampton Safeguarding Children Board and Safeguarding Adults at Risk requirements.

Smoking Policy

The Trust provides a smoke-free work environment.

Confidentiality

The Trust is fully committed to encouraging its staff to freely contribute views on all aspects of health service activities, especially those on delivery of care and services to patients. However, you shall not, either during or after the end of your employment (however it is terminated), divulge to any unauthorised person confidential information relating to the Trust. This includes, but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Your obligations of confidentiality under this clause shall not prevent you from raising genuine concerns about healthcare, or a belief that criminal conduct, breach of a legal obligation, health and safety breaches or damage to the environment has been, is being, or is likely to be committed, or any information tending to show any of the above has been, is being, or is likely to be, deliberately concealed, provided that such disclosure is made in good faith and in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Trust's Policy on Raising Concerns at Work-Whistle Blowing Policy, a copy of which is available from the Human Resources Department.

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular appraisal with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

The Constitution establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another.

All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

DBS required:

This role is an 'exempt position'. This means it is not covered by the provisions in the Rehabilitation of Offenders Act 1974. When appointing to an exempt position we are legally permitted to obtain a standard or enhanced check through the Disclosure and Barring Service (known as a DBS check). Any request for such a check must comply with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (the Exceptions Order) and/or the Police Act 1997 (as amended). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

DBS not required:

This role is a non-exempt position. This means it is covered by the provisions outlined in the Rehabilitation of Offenders Act 1974. In such cases, we are only permitted to obtain a basic disclosure through the Disclosure and Barring Service (DBS). For applicants being recruited from overseas there is a requirement for us to obtain an overseas police certificate or certificate of good conduct. There are other circumstances where this might also be required, i.e. where a UK citizen has visited any other countries for an extended period of time. We will explain any such requirements to you if this applies. All overseas certificates are issued in line with the disclosure rules according to the issuing country.

Sustainability and Net Zero

The Royal Wolverhampton NHS Trust is committed to sustainability and to reducing the environmental impact of its operational activities whilst supporting the NHS aim to sustainable healthcare delivery and becoming a Net Zero Carbon organisation. As a public funded organisation, we have an obligation to operate in a way that impacts the communities we serve in a positive manner. The Trust is committed to ensuring effective and efficient use of resources to support building healthy and resilient communities. All employees are expected to support the Trust sustainability commitment, the

implementation of the Trust Green Plan and other initiatives to reduce its carbon emissions to achieve net zero by 2045.

Think twice before printing!

AfC Person Specification

This document describes the qualities required for a post-holder that are not captured by the JD.

Specification	Description	Rating – Essential (E) or Desirable (D)	Method of Assessment – Application Form (AF) / Interview (Int.) / Presentation (P) / Test (T)
Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here).</i>	<p>Educated to degree level plus specialist knowledge in project management to master's level or equivalent experience, willing to develop through continued professional development and working towards membership of a relevant professional institution.</p> <p>Must have highly developed specialist knowledge underpinned by theoretical knowledge in construction.</p>	Essential (E)	Application Form (AF)
Experience / Skills <i>(Type and level of experience required to fulfil duties).</i>	<p>Must have Senior Management experience.</p> <p>Must be able to deal with highly complex facts and requiring analysis, interpretation, and comparison of options.</p> <p>Must be able to Plan a broad range of complex activities, including long term planning and organisation and for long term strategic plans.</p> <p>Will have experience of capital construction developments, can be from service capital planning backgrounds building and engineering background, however, must have experience of managing a multi-disciplinary team.</p> <p>Must have a working knowledge of capital planning and provide evidence of strong Project</p>	Essential (E)	Application Form (AF) & Interview (Int.)

	<p>Management experience including procurement.</p> <p>Preferably experienced or knowledge of Private Finance Initiative.</p> <p>Must have some working knowledge of Computer Aided Design systems.</p> <p>Must be commercially aware and have a sound understanding of running a large development function. Experience in working in a multi-skilled organisation.</p> <p>Demonstrate experience of capital developments and working with appointed Advisers and Consultants to the Trust from legal, financial and technical backgrounds.</p> <p>Must be willing to provide advice to new or less experienced employees in own work area</p>		
<p>Communication Skills <i>(Indication type of communication and audience, e.g. face-to-face with patients, presentations to colleagues, etc.)</i></p>	<p>Must be able to provide and receive complex information and have negotiating skills.</p> <p>Must be able to cope with frequent unpredictable pattern of interruptions requiring a high level of concentration.</p> <p>Highly developed written and verbal communication skills.</p> <p>Chairing project team meetings and presentation of project to Divisional managers and other users.</p> <p>Ability to operate at Senior Management level, articulate with practised and developed interpersonal communication skills.</p> <p>Able to cut through ambiguity and complexity and help others understand implications</p>	Essential (E)	Application Form (AF) & Interview (Int.)

Flexibility <i>(Note here any flexibilities required by the post, e.g. Shift Working required, New tasks may need to be undertaken frequently).</i>	<p>Must have a flexible management approach to enable formation and adjustment of plans and strategies.</p> <p>Must be able to work flexible hours, to get the job done on time and within budget and keep the team together. Industrious and versatile; able to prioritise work within imposed deadlines, be tactful and diplomatic.</p> <p>Should assist patients /clients /relatives during incidental contacts.</p>	Desirable (D)	Interview (Int.)
Other <i>(Any other key issues not recorded elsewhere in JD or person spec).</i>	<p>Must be a corporate team player, have initiative and drive.</p> <p>Must be confident and a firm leader who exhibits presence, well organised and creative.</p> <p>Must have the ability to persuade, convince or influence others to gain support.</p> <p>Must have physical skills which standard driving and keyboard skills; use of some tools and types of equipment.</p> <p>Must be responsible for the purchase of some physical assets or supplies.</p>	Desirable (D)	Interview (Int.)

I understand and accept my accountabilities and responsibilities as outlined in this job description, person specification.

	Designation	Name	Signature	Date
Post Holder				
Manager				

