

Job description

Position	Estates CAFM (Computer Aided Facilities Management) and Asset Lead
Grade	6
Location	The Princess Alexandra Hospital, Harlow
Hours	37.5
Responsible to	Estates Manager Higher Level Operations
Accountable to	Strategic Head of Estates

Our Organisation

The Princess Alexandra Hospital NHS Trust (PAHT) provides a full range of general acute, outpatient and diagnostic services at The Princess Alexandra Hospital in Harlow, the Herts and Essex Hospital in Bishop's Stortford, and St Margaret's Hospital in Epping.

We employ 3,500 staff and serve a local population of around 350,000 people living in west Essex and east Hertfordshire, centred on the M11 corridor and the towns of Harlow, Bishop's Stortford and Epping. Our extended catchment area incorporates a population of up to 500,000 and includes the areas of Hoddesdon, Cheshunt and Broxbourne in Hertfordshire.

Our Values

The Princess Alexandra Promise to our patients as identified by our 3 values which will contribute to improving our patient experiences:

Patient at heart – Always holding the patient and their wellbeing at the centre of our thoughts and efforts

Everyday excellence – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both

Creative collaboration – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care

The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.



Job summary

- To manage the compliance of estates IT systems, in particular the CAFM system, ensuring that these are available for their intended use, and that the Trust complies with all relevant statutory and regulatory requirements.
- To develop and manage estates CAFM system ensuring correct levels of access are granted for staff according to role and provide training.
- Provide access for contractors to upload all relevant data to the CAFM system and provide training.
- Develop reports for all estate's committees and groups, contractor KPI review meetings and staff appraisals.
- Schedule, organise and assist with additional needs for staff asset management training

Scope and range

- Oversee and monitor the asset management and planned preventative maintenance schedule for all installations, services, systems and work activities ensuring good practice and compliance with relevant legislation, NHS guidance, health and safety, standards, codes of practice, regulations.
- Advise the Head of Estates manager higher level operations on all aspects of the CAFM system and asset management.
- Using data from the CAFM system, follow up delayed tasks and activities with the engineering team and communicate directly with the service users to ensure engagement.

Duties and responsibilities

- Responsible to the estate's manager higher level operations for asset monitoring and reporting.
- Establish and report on the estate's asset workplan and audits. Working with the estates officers to establish the details. This includes topics such as water quality, electrical, permit to work and working at height.
- Review CAD drawings and schematics and update on an annual basis.
- Ensure all CAD drawings and schematics are updated as part of all capital or large-scale estates projects and information uploaded onto CAFM system.
- Develop and manage documentation systems including policies, procedures, registers, log-books and maintenance records within areas of responsibility, physical or shared data as appropriate.
- Audit and ensure compliance of the engineering systems to ensure that statutory records are correct.
- Develop and manage the CAFM training programme and ensure that there are accurate records for training in relation to statutory compliance.



- Ensure that the function operates in accordance with any health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors.
- Complete compliance reports for estates and committees such that reports on the status of maintenance inspections and remedial works from statutory and mandatory compliance items from the report which is issued quarterly and updated monthly.
- Provide authoritative and sound professional advice to both the division and the Trust across the range of estate functions.
- To provide expert advice to senior managers and other senior colleagues.
- Ability to, analyses and judge complex facts, requiring analysis, interpretation, comparison of ranges of options.
- Ability to make judgements across wide range of estates issues taking into account technical solutions/aspects, legislation, H & S, conflicting demands.
- Manage the CAFM system contract including budget
- Ensure Health & safety file are received from the contractors and checked for accuracy and completeness and uploaded to the CAFM system.
- Input into long term strategic plans for estates, that are relevant and impact across whole organisation in support of Trust objectives and support the delivery.
- Review and issue comments on estates and facilities policies across the Trust.
- To work with others to develop and maintain positive relationships with both internal and external service users, ensuring the delivery of high-quality responsive services.
- To alert the divisional management team to developments within divisions, identifying issues affecting compliance and safety.
- To implement new practices/developments within estates this may influence the effective and efficient delivery of service.
- To be responsible for day-to-day supervision of the CAFM system
- Responsible for the weekly reporting to Senior management of compliance against the PPM tasks
- To embrace a culture that encourages the use of initiative, individual and team responsibility, open communication, fairness, equality, and inclusivity. In particular, to ensure that time and resources are managed through effective support of teamwork and motivation across the Estates Department.
- Regular requirement to use computer software to develop and create reports, documents and CAD drawings.
- Interpret legislative and other policy requirements on estates and facilities for the Trust and advise the head of capital on appropriate estates related matters.
- Ensure compliance with Trust policies, procedures and guidelines for self and



others, by taking action/alerting senior management team if practice appears to contravene policy, or if concerned about any aspect of patient care.

- Develop and maintain systems and processes to promote a healthy, safe and secure working environment, ensuring compliance with legal and regulatory requirements, maintaining accurate documentation and reporting any concerns

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and the manager. All duties must be carried out under supervision or within Trust policy and procedure.



Person specification

Position	Estates CAFM and Asset Manager
Grade	6

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview. Essential: E Desirable: D

Trust values	
Patient at heart – Always holding the patient and their wellbeing at the centre of our thoughts and efforts	E
Everyday excellence – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both	E
Creative collaboration – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care	E

Education and qualifications	
Educated to degree level or equivalent experience in computer technology	E
level 5/6 qualification in AutoCAD or equivalent experience	E
Specialist knowledge and experience in use of CAFM reporting systems	E

Experience	
Experience with performing various work activities which may be of a complex, demanding, routine or non- routine nature.	E
Provide and receive complex information;	E
Experience of using complex IT systems for clinical and financial governance.	E
Experience in project management	D
Previous supervisory / management experience	D
Knowledge of the standards and techniques applicable to operational estates management	D
Experience in healthcare environment	D
Knowledge and understanding of health technical memorandum HTM guidance relating to healthcare environment	E

Skills and knowledge	
The post holder will be required to be proficient in the use of computer programmes such as AutoCAD, Revit, and Microsoft Office Suite.	E



Use of surveying, measuring, and recording instruments.	E
Proven records of use of Auto Cad	E
Ability to provide training to all users of the CAFM system	E
Working knowledge of the Capital Investment Manual and the processes to follow.	D
High level managerial, financial and strategic knowledge with regards to projects	D
Have a working knowledge of construction contracts (e.g., NEC) and the administration of the contracts.	D

Personal qualities

Frequent concentration required with an unpredictable work pattern.	E
Concentration required to deal with checking consultants design drawings and specifications.	E
Has the ability to manage multiple tasks and projects	E
High degree of accuracy and attention to detail	E
Able to deal with distressing circumstances when inspecting/surveying services in clinical areas.	E
Ability to engage in complex and difficult conversations	E

