



# Together

## Building Officer – Minor Works

# LANCASHIRE TEACHING HOSPITAL NHS TRUST

## HUMAN RESOURCES DIRECTORATE

### JOB DESCRIPTION

JOB TITLE: Building Officer - Minor Works

DIRECTORATE: Estates & Facilities

REPORTS TO: Building Managers

ACCOUNTABLE TO: Senior Building Services and Contracts Manager

DIRECT REPORTS: Building Managers

HOURS: 37.5

LOCATION: Royal Preston Hospital and Chorley District Hospital

BAND: 6

**NB: The Post holder may be required to work in other departments across the Trust including across Trust sites**

#### **DBS (Criminal Record) Check Level required for role:**

Please indicate the level of DBS Check required in this role	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
	✓					

#### **KSF Core Dimension Levels for Role**

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
4	3	3	3	3	1

#### **Role Summary**

To be responsible for specific allocated minor work projects within the Operational Estates programme across the asset base of Lancashire Teaching Hospitals.

As the Building officer - Minor projects, you will be required to undertake minor works schemes, oversee the management of service contracts, have budgetary responsibilities across a range of budgets, participate in a range of audit and inspections, develop maintenance systems to try and deliver a more effective and efficient way to deliver the estates service.

The post will be required to address complex and specialist building matters that may involve various options for consideration and discussion with stakeholders. As an expert in building fabric, you will be required to advise and support the building management team and maintenance supervisors on all building related issues and ensure that all building schemes are undertaken in accordance with trust policies and procedures, building legislation and regulations and health and safety guidelines.

You will be responsible for the objectives as agreed with the Senior Building and Contracts Manager and Building Manager for the planned operational activities of all minor works projects throughout the trust and other duties as deemed necessary.

### **Key Duties and Responsibilities:**

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post.

To undertake the role of Building Officer – Minor projects ensuring that all allocated and approved minor works are delivered on behalf of Lancashire Teaching Hospitals and where appropriate coordinated with the Capital Programme.

Responsible for the management of estates related projects including feasibility studies, production of all technical drawings for minor works from inception to completion

Contribute to the work of the multi- disciplinary team, providing technical advice and support to others in the operational estates team.

Communicate complex design requirements to stakeholders including non-technical senior members of staff.

Ensuring the minor work projects are planned and implemented in conjunction with colleagues both within the directorate and from other Trust directorates to ensure they meet the on-going operational needs and objectives of the organisation

Contributing to the development of an efficient and effective estates strategy that supports the delivery of excellent health services

To carry out access audits, inspections and surveys across the Trust as required.

### **Our Values**



#### **Being Caring and Compassionate**

*Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.*



#### **Recognising Individuality**

*Appreciating differences, making staff and patients feel respected and valued.*



#### **Seeking to Involve**

*Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.*













#### **Building Team Spirit**

*Working together as one team with shared goals doing what it takes to provide the best possible service.*










### **Taking Personal Responsibility**








*Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.*

ROLE DUTIES	MEASURABLE OUTCOMES					
<ul style="list-style-type: none"> <li>• Delivery and management of the minor works programme on time and within budget.</li> <li>• Responsible and accountable for the day-to-day planning, supervision and co-ordination of contractors, sub-contractors and staff.</li> <li>• Act as lead and sponsor for all nominated minor works schemes. Develop action plans including costs and clear work programmes for a wide range of minor works projects</li> <li>• Ensure that the Operational team are kept informed of progress and developments relating to the performance, operation and management of the Minor Works projects</li> <li>• Undertake other duties relevant to the post as directed by Senior Building Services and Contracts Manager</li> <li>• To prepare, maintain and update comprehensive schedules and unit cost statements for minor works projects and services undertaken.</li> <li>• To ensure risk assessments and methods statements are undertaken prior to undertaking any work orders. To comply with all current health &amp; safety legislation</li> <li>• Demonstrate a professional, approachable and helpful style of management, maintaining confidentiality at all times</li> <li>• Develop and maintain effective working relationships with managers, colleagues, contractors and trust-wide service users</li> <li>• Communicate effectively and professionally with colleagues on complex matters, in a manner that is consistent with relevant legislation, policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are completed on time and within designated budget</li> <li>• Produces professional reports in relation to budgets, programme and tenders</li> <li>• Develops new systems to improve service delivery</li> <li>• Actively manage staff, contractors and sub - contractors to ensure work is completed in a professional and timely manner</li> <li>• Team members report they feel supported and that they are kept up-to-date with relevant information</li> <li>• Wards and departments report that their service needs are met and feedback from customers is positive</li> <li>• Maintenance staff and contractors report that they feel able to approach the post holder for support and advice</li> <li>• All stakeholders are able to report that they have been kept informed about progress on schemes and maintenance jobs</li> <li>• Records and documentation are kept up-to-date and is easily accessible to assist with audit and assurance</li> </ul>					









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<ul style="list-style-type: none"> <li>• Keep accurate and complete records of all activities and ensure that written communication is consistent with relevant legislation, policies and procedures</li> <li>• Report any issues and complaints to the appropriate person using the appropriate channels of communication</li> <li>• Facilitate and cascade information to the team – team meetings, staff huddles, appraisals, etc.</li> <li>• Collaborate with estates colleagues to maintain an integrated services across the trust</li> <li>• Liaise with ward nurse managers, clinical senior managers, heads of departments, providing estates related technical guidance where required or when requested</li> <li>• Advise on estates matters affecting building issues within the trusts property portfolio</li> </ul>						
<ul style="list-style-type: none"> <li>• Participate and undertake the induction and monitoring of new staff and in the PDPR Process as both reviewer and reviewee.</li> <li>• Responsible for ensuring annual appraisals are carried out and that all staff training needs are assessed and monitored to ensure the relevant statutory and desirable training to maintain quality and standards are received</li> <li>• Contribute to the development of others enabling them to make realistic self-assessments and apply their knowledge and skills in practice</li> <li>• Manage the recruitment, appointment, induction, training and retention of staff, including chairing interview panels</li> </ul>	<ul style="list-style-type: none"> <li>• Staff appraisals are undertaken on time and training and learning needs are identified and developed.</li> <li>• Undertakes mandatory training and any other recommended training courses are attended as requested</li> <li>• Participate in self-development and the development of others</li> </ul>					
<ul style="list-style-type: none"> <li>• Investigate and prepare reports on complaints received from patients, visitors, staff and public regarding services provided by estates department</li> <li>• Provide technical and managerial support to sub-ordinate staff, directly employed staff and contractors, other estates staff, and</li> </ul>	<ul style="list-style-type: none"> <li>• Able to produce professional reports in relation to dealing with any issues and service performance</li> <li>• Undertake investigations relating to complaints and legal claims specific to</li> </ul>					

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consultants	estates issues					
<ul style="list-style-type: none"> <li>Manage and maintain accurate personnel records, including timekeeping, annual and special leave, sickness absence, overtime, disciplinary and grievance</li> <li>Responsible for ensuring compliance with all LTH Trust policies including sickness absence procedure, grievance, disciplinary, appraisals, etc. in relation to direct employed labour</li> </ul>	<ul style="list-style-type: none"> <li>Authorises staff annual leave requests maintaining suitable cover at all times, approves staff attendance records and deals with any staff issues that arise</li> <li>Deals with all issues appertaining to the recruitment of new staff</li> </ul>					
<ul style="list-style-type: none"> <li>Deputise for the Building Manager and/or Senior Building Services &amp; Contracts Manager in their absence</li> <li>Undertake the duties of the Maintenance Manager as directed by the Senior Building &amp; Contracts Manager</li> </ul>	<ul style="list-style-type: none"> <li>Be flexible in an adapting role to cover for staff on annual leave or during periods of sickness</li> </ul>					
<ul style="list-style-type: none"> <li>Undertake work activities, which are consistent with legislation, policies and procedures.</li> <li>Undertake risk assessments, method statements and standard operating procedures (SOP's) and take the appropriate action to minimise risks, in relation to legislation, policies and procedures.</li> <li>Report all accidents and incidents and near misses as per Trust Policy.</li> <li>Conform to health, safety and security legislation, policies, procedures and guidelines.</li> <li>To assist in ensuring compliance with NHS guidance in relation to safe hot water, surface temperature and legionella prevention.</li> <li>Arrange service interruptions, in conjunction with other staff within the Trust, ensuring all contingencies have been identified and covered, supported by Risk Assessments, Method Statements and appropriate Permit to Work Systems. To review proposed interruptions by outside agencies with regard to the effect these would have on the Trust</li> <li>Manage the department to ensure it is compliant with all existing and proposed legislation, with particular reference to Health and Safety, which will include analysis, evaluation and recommendation</li> </ul>	<ul style="list-style-type: none"> <li>Undertakes risk assessments for a range of activities</li> <li>Produces SOP's for various work activities</li> <li>Ensure compliance with HTM's and HBN's and other relevant legislative documents</li> </ul>					










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<ul style="list-style-type: none"> <li>Review contractors risk assessments and method statements and where appropriate, act as a reviewer on behalf of other departments</li> <li>Issue permits to work in controlled and high risk areas for a range of activities as and when required</li> </ul>						
<ul style="list-style-type: none"> <li>Identify and evaluate areas for potential service improvement</li> <li>Lead team meetings, audits and inspections as required</li> <li>Enable and encourage others to offers suggestions, ideas and views for improving services</li> <li>Make agreed changes to own and others work within agreed timescales</li> <li>Make constructive suggestions as to how the service can be improved for users and the public</li> <li>Responsible for producing, adapting, improving and implementing departmental policies as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Develops both existing and new systems to improve service delivery</li> <li>Undertakes regular staff meetings/team briefs to ensure standards are maintained</li> </ul>					
<ul style="list-style-type: none"> <li>Organise, prioritise and adjust own workload in a manner that maintains and promotes quality and efficiency.</li> <li>Work to enhance public confidence through the promotion of a professional, positive image, developing and implementing standards for dress and behaviour.</li> <li>Support the introduction and maintenance of quality systems and processes.</li> <li>Work within the limits of own competence, levels of responsibility and accountability in the team</li> <li>Responsible for ensuring compliance with all LTH Trust policies including: Sickness Absence Procedure, Grievance, Disciplinary, Appraisals, etc. in relation to Direct Employed Labour</li> <li>Responsible for the direct detailed involvement in the production of backlog and irregular maintenance proposals</li> </ul>	<ul style="list-style-type: none"> <li>Able to effectively plan and organise workload to ensure that work is undertaken and completed in a timely manner</li> <li>Follows Trust guidelines, policies and procedures to ensure compliance and maintain accurate records</li> </ul>					

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<ul style="list-style-type: none"> <li>Responsible for ensuring work is carried out in compliance with all appropriate guidance and legislation, including CDM, asbestos management, NHS HTM's and HBN's, British Standards, Building Regulations, etc.</li> </ul>						
<ul style="list-style-type: none"> <li>Treat everyone equally with dignity and respect</li> <li>Promote equality in practice by recognising, respecting and meeting the needs and choices of individuals</li> <li>Act in accordance with current legislation, policies, procedures and good practice</li> <li>Take account of own behaviour and its impact or effect on others</li> <li>Take action to address behaviour that undermines equality and diversity</li> </ul>						
<ul style="list-style-type: none"> <li>Manage the design of new work, upgrades and modifications, utilising the Trust's tender or competitive quotation procedures. This includes arranging pre-contract meetings and applying budgetary control and producing tender documentation</li> <li>Undertake minor works schemes and minor improvements</li> <li>Provide costings and carry out work for departments and Trusts requesting improvement and adaptations. To monitor the work and advise clients of working arrangements to minimise any disruptions</li> <li>Provide estate survey information and assist in the formulation of the annual capital maintenance programme</li> <li>Monitor building standards with emphasis in relation to compliance with statutory legislation</li> <li>Assist in the management of resources in a way that maximises the benefits to the Trust</li> <li>Maintain accurate records in relation to various aspects of the department</li> </ul>						

<ul style="list-style-type: none"> <li>• Liaise with ward managers and heads of department to provide technical guidance as required</li> <li>• To monitor and assist in the management of planned preventative maintenance</li> <li>• Monitor estates transport vehicles and record annual taxation and MOT certificates</li> <li>• Ensure all service interruptions have been covered by contingencies plus risk assessments, method statements and Permit to Work systems.</li> </ul>						
<ul style="list-style-type: none"> <li>• Manage the Trusts winter gritting and snow clearance programme</li> <li>• Manage maintenance of grounds and gardens, roads and footpaths including tree management.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the winter gritting programmes effectively during periods of adverse weather</li> <li>• Ensure that effective monitoring of external grounds networks is undertaken to ensure that it is well maintained and safe for all visitors to site</li> </ul>					
<ul style="list-style-type: none"> <li>• Maintain accurate PDPR records</li> <li>• Act in accordance with Trust IT procedures</li> <li>• Use of IT software to create reports associated with any estates functions</li> </ul>	<ul style="list-style-type: none"> <li>• A range of software is used to develop various reports and maintain accurate records</li> </ul>					
<ul style="list-style-type: none"> <li>• Delegate and supervise duties carried out by staff, ensuring work is realistic, achievable and takes into account team member's abilities and development needs.</li> <li>• Provide advice and support as required, and give feedback in a manner likely to maintain and improve performance</li> </ul>	<ul style="list-style-type: none"> <li>• Actively manage staff to ensure work is completed in a professional and timely manner</li> </ul>					
<ul style="list-style-type: none"> <li>• Responsible for the negotiation of service contracts and that they are maintained, renewed and up-to-date.</li> <li>• Ensure compliance with the Trust's standing financial instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Adheres to trusts SFI's and ensures timely management of processing orders</li> <li>• Actively manages the building service contracts and ensures that all documentation is kept up-to-date</li> </ul>					

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Occupational hazards or exposures relevant to this job (please tick)			
<b>Physical</b>			
Patient moving & handling		Regular DSE work	✓
Regular equipment / material moving & handling > 10kg	✓	Climbing ladders and / or working at height	✓
Noise (LEP,d > 80)	✓	Hand Arm Vibration	
Hot or cold conditions	✓	Exposure to Ionising Radiations	
Entry into confined spaces	✓	Other potential ergonomic problems	
Driving on Trust business	✓	Vocational driving (C1,D1, LGV, PCV)	
<b>Chemical</b>			
Exposure to known respiratory irritants or sensitisers	✓	Exposure to known skin irritants or sensitisers (including latex)	✓
Exposure to asbestos (non-licensed work)	✓	Exposure to any other chemicals	✓
<b>Biological</b>			
Exposure-prone procedures		Laboratory exposure to pathogens	
<b>Other</b>			
Night work		On-call duties/ lone working	✓

### Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
  - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
  - Concerns about the professional or clinical practice or competence of staff
  - The treatment of other staff, including suspected harassment, discrimination or victimisation
  - Health, safety and environment issues
  - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
  - Employment standards and/or working practices
  - Criminal offences or miscarriages of justice
  - Failure to comply with any other legal obligation
  - Deliberate concealment of any of the above

### Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

### Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services

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- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

### **Job Review**

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

# LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

## PERSON SPECIFICATION

**POST:** Building Officer – Minor works

**BAND:** 6

**DIRECTORATE / DIVISION:** Estates, Facilities & Capital Division

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>Degree or equivalent professional knowledge and experience in an estates, construction or building surveying related field</li> <li>Specialist knowledge acquired through continued professional development and education, equivalent to post-graduate courses / diplomas</li> </ul>	<ul style="list-style-type: none"> <li>Management Qualification</li> <li>Associate or member of a construction related professional institute (RICS, CIOB, IWFm, CIAT)</li> <li>Management of Asbestos - P405/P407</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Qualifications</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Specialist knowledge of estates and management services</li> <li>Managerial experience in a building/construction bias environment</li> <li>Complex problem solving, decision making and analytical skills</li> <li>IT Skills (MS Outlook, Word, Excel &amp; Project)</li> <li>Sound understanding of the current CDM, Asbestos regulations, HTM's and HBN's</li> </ul>	<ul style="list-style-type: none"> <li>Time-served maintenance crafts-person</li> <li>Project management skills for smaller complex healthcare developments</li> <li>Experience of using CAFM databases</li> <li>Conversant with NHS Estates guidance, codes of practice and requirements of regulatory authorities</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Assessment</li> </ul>

<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to provide leadership to achieve the business objectives of the department</li> <li>• Ability to demonstrate tact and diplomacy in dealing with personnel within the trust</li> <li>• Ability to work to precise timescales</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul> <p>Assessment</p>
<b>Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• Professional attitude and approach</li> <li>• Enthusiastic</li> <li>• Motivated</li> <li>• Flexible to the needs of the service</li> <li>• Adaptable to change</li> <li>• Ability to use initiative</li> <li>• Assertive</li> <li>• Ability to deal with difficult and sensitive situations in a professional manner</li> <li>• Patience</li> <li>• Self-starter, capable of working on own initiative</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Assessment</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Full UK driving license</li> <li>• Flexibility in working hours</li> </ul>		