

Job No. 3027

Job Description

1. Job Details

Job title	Head of Estate Development
Job grade	8b
Hours	37.5
Reports to	Head of Estates and Facilities
Division	Corporate
Department/Area	Estates and Facilities
Location	Kingsmill Hospital

2. Job Purpose

The Trust lead for overseeing and managing the delivery of all capital, minor works schemes, management of space within the organisation and land and property matters.

Managing the Trust capital programme including business case support, delivery of backlog maintenance schemes, service development schemes, charity funded schemes and other funded opportunities such as energy saving and sustainability schemes.

Managing space and this will include ensuring SFH has up to date records of all our accommodation and who occupies the space as well as managing the various moves that would take place.

Managing all lease and let property management requirements for the Trust, including overseeing acquisition and disposal of Trust property/accommodation.

This role has a main focus on enabling our Trust to achieve our vision of ***“healthier communities and outstanding care for all”***

3. Role of the Department

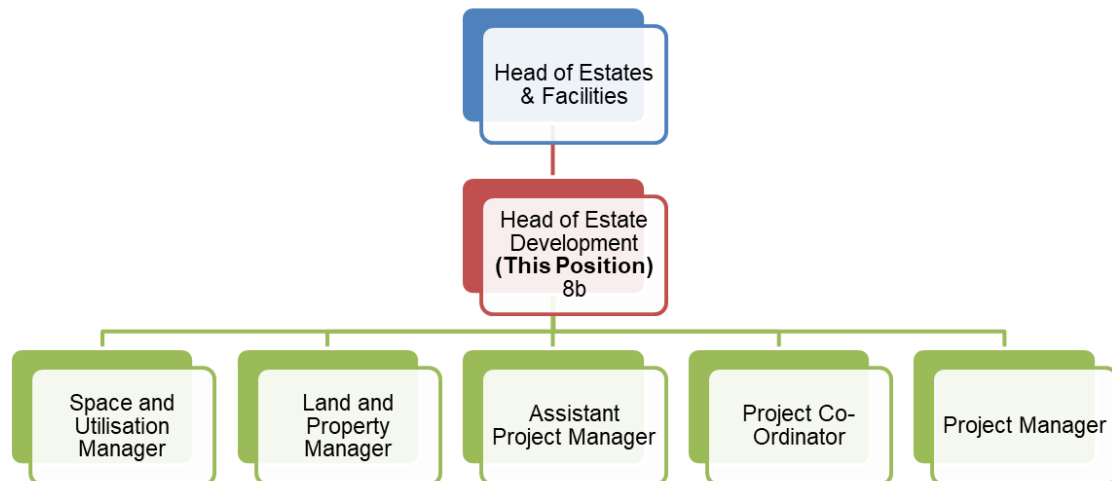
The Estates and Facilities Department covers a wide range of duties that are fundamental to the support of our clinical colleagues and other support services within an Acute Hospital setting.

Our team includes:

- Operational Team is responsible for the £45m PFI contract for King's Mill and Newark Hospitals as well as for Mansfield Community Hospital on behalf of NHS Property Services. The team is also responsible for the operation and maintenance of the Trusts 'retained estate' including the Trusts General Offices.
- Estate Development Team is responsible for the delivery of the annual capital programme, lifecycle programme and minor works programme, land & property matters and space and utilisation of the estate.

- Fire and Security Team is responsible for the delivery of specialist Trust Wide services including Fire Prevention, Safety and Security Management.

4. Organisational Chart



5. Key Result Areas

The Post Holder will support the Head of Estates and Facilities in the delivery of a high quality service which supports services to our patients, staff and the public in accordance with national prioritise, DH Guidance and the Strategic objectives of the Trust.

The post holder will have the day-to-day management responsibility of the Estate Development Project Team, Space and Utilisation Manager and the Land and Property Manager.

The key areas of work will include: -

Estate Development

- To provide design and construction strategic advice as required to enable the Trust to plan for future capacity requirements as part of the clinical strategy.
- To undertake concept and feasibility studies and to enable Project Sponsors to develop business cases for service developments.
- To manage external consultants and contractors as required.
- To ensure that capital/minor work schemes are developed, managed and delivered in line with good practice, standing financial instructions and guidance
- Ensure that all feasibility design and costings are realistic and robust before being issued for approval to Project Sponsor(s)
- Working with Project Company, ICT (NHIS), Fire and Infection Control colleagues to ensure compliance with appropriate standards.
- Ensure proper execution of contracts using appropriate contract procedures and compliance with the Standing Orders of the Trust.

- Oversee schemes where external consultants are engaged and act as the Trust's lead in such schemes.
- To ensure that all capital/minor work schemes are undertaken in accordance with the Trusts Scheme Procedures and Audit Regime to ensure compliance.
- To ensure that the selection of external consultants appointed to assist in the delivery of the Trust's capital/minor work programme complies with the scheme's procedures.
- Reporting on delivery of schemes to the Associate Director of Estates and Facilities.

Land and Property

- Drafting of documents for use with tenants i.e. heads of terms for the granting of leases, licences and memorandum of occupation; advising, and seeking advice on, all tenancy related matters for existing and new leases.
- Estate management advice in relation to tenancy arrangements, advising tenants as to the various responsibilities, obligations and covenants in accordance with the leases particularly on issues surrounding alienation, alteration and repair.
- Managing lease negotiations and rent reviews with agents, landlords, tenants and solicitors as appropriate, achieving favourable terms for NHS Property Services Ltd.
- Assist in the analysis and completion of property data returns for internal and external partners and FOI, or such other returns when required.
- Assist with negotiations of dilapidations and carry out surveys as necessary, appointing surveyors where appropriate. Instruct property searches as and when appropriate.
- Review costs such as rent, rates, consultancy fees, etc. and assist in renegotiating the terms where appropriate.
- Receiving, logging, verifying, and querying all business rates invoices. Liaise with Trust agent as well as with the various Councils and the VOA regarding merging assessments, applying for empty rates relief and updating them of any changes within the portfolio.

Space Management

- Chair of the Space Management and Utilisation Group.
- Ensure a comprehensive register is kept of all Trust and non-Trust accommodation.
- To assess space utilisation of premises the Trust occupies and identify opportunities for efficiencies.
- Ensure all Trust drawings are up to date and managed on the CAFM software used by the Trust.

6. Physical and Mental Skills

Excellent communication and relationship skills with a requirement to provide and receive information of a highly complex nature, including highly sensitive or contentious information; agreement and/or co-operation.

Communication and relationship skills are required on multi-stranded projects with design, financial and contractual information.

The role will require a good level of interpersonal and communication skills in managing highly complex programmes, delivering these to time, cost and quality.

The post holder must be capable of using persuasive argument to influence and negotiate and an ability to discuss complex matters to overcome barriers to understanding.

The ability to retain clarity of thought and composure under pressure is essential.

The ability to achieve strategic and operational objectives whilst balancing the day to day requirements of the estate development team function

The post holder must have the ability to plan and prioritise their own work and that of the team.

7. Responsibilities of the Post Holder

Under the direction of the Head of Estates & Facilities, the post holder will take line management responsibility for any staff working in the Estate Development Team.

To provide monthly reports to the Head of Estates and Facilities detailing progress of all projects against KPI's of time, cost and quality.

Responsibility for research and development by regularly undertaking Research and Development activities associated with Estates and Capital/minor work Projects and conducting a range of estates surveys and audits.

The post holder will have delegated budget responsibility for Capital Programmes which have approval from Trust Board for the values identified.

Develop and implement an ISO accredited capital procedures manual.

Ensure that all tendering procedures are in accordance with Trust and NHS policy

Ensure the Property database is updated, has the correct tenure information, rent reviews, break options, rent, landlord and tenants' details, etc. captured.

To be responsible for the delivery of high-quality Estate Development schemes.

8. Freedom to Act

The post holder will be required to be accountable for own actions and make decisions critical to the delivery and financial constraints within the capital programme across the Trust.

Responsible for interpreting complex legislation and guidance as well as reviewing planning applications and building regulation submissions.

To ensure full compliance with all Trust policies and procedures

9. Physical, Mental and Emotional Effort Required

The role will involve a combination of sitting, standing, and walking and some requirement to work across the whole of the Trust working sites.

Participation in the Commissioning and Decommissioning processes associated with any move or development will require the frequent use of light physical effort

Frequent requirement for concentration when planning, implementation, and delivery of estate development projects.

The post holder will at times be exposed to distressing and emotional circumstances, which will require determination and resilience, especially when facing criticism and potential resistance from key stakeholders and staff.

Ability to cope with any distressing and emotional circumstances in a sympathetic and understanding manner.

Excellent IT skills with the ability to use a wide range of data systems.

10. Outline of Working Conditions

Primarily office based at King's Mill Hospital although frequent off site visits will be required. On rare occasions may be exposed to highly unpleasant working conditions, including pest infestation, sewage, construction works.

Person Specification

Head of Estate Development

Attribute	Essential	Desirable	How Identified
Knowledge Requirements	Highly developed negotiation and leadership skills	Suitable IT skills i.e CAD, Microsoft office including Project, AutoCAD and BIM software knowledge and implementation experience. Good working knowledge of HTM's, HBN's and other NHS guidance. NEC4 and other contractual arrangements.	A/I
	Proven line management experience with team leadership skills.		A/I
	Ability to demonstrate a proven track record in a similar role		A/I
	Ability to provide expert advice on a range of related issues to senior management, clinicians, trust board and others		A/I
	Detailed knowledge and experience of construction legislation including planning and compliance regulations		I
	Extensive knowledge of project management methodologies and techniques for planning, monitoring, and controlling projects, including risk management.		I
	Detailed understanding of renewables and sustainable construction including BREEAM		I
	Report writing skills.		I
	Highly customer focussed/orientated.		I
	Highly developed communication skills whether written, verbal or electronic.		I

	<p>Demonstrable problem solving capability with ability to maintain a flexible and collaborative approach</p> <p>Excellent knowledge of budgeting and resource allocation procedures.</p>		
Qualifications, Academic / Craft/ Professional	<p>Specialist professional knowledge via a Masters Degree or equivalent related to the construction industry.</p> <p>Managerial and senior experience on projects.</p> <p>In depth knowledge and experience of managerial, H&S and financial aspects of Capital Management</p> <p>Membership of recognised professional institution relevant to the role such as RICS, CIOB, RIBA, APM, CIBSE, etc.</p> <p>Evidence of continuing professional development.</p> <p>Highly motivated and capable of motivating others.</p> <p>Good communication and interpersonal skills and ability to build relationships.</p>	<p>Continuing CPD</p> <p>Previous knowledge of the NHS including the modernisation agenda</p> <p>Health and Safety training and qualifications e.g NEBOSH certificate and/or construction safety</p> <p>Qualification in a project management methodology such as PRINCE2 or a programme methodology such as MSP.</p> <p>Understanding of PROCURE23 or similar partnership working.</p>	<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A</p> <p>A</p> <p>I</p>
Experience	<p>Demonstrable relevant experience within a similar role.</p> <p>Extensive knowledge and experience of managing and delivering capital schemes</p> <p>Effective and positive relationships with key stakeholders (internal and external).</p> <p>Effective management of programmes and budget</p>	<p>Experience involving the refurbishment and construction on NHS buildings.</p> <p>Experience of working with a Project Management Office</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



Sherwood Forest Hospitals
NHS Foundation Trust

	Proven experience of managing internal and contractor teams		A/I
	Delivering change management		A/I
	Experience of estates property management		A

Job Description Agreement

Job Holder's Signature Date

Line Manager's Signature Date

General Statements

We are an organisation that aspires to continually learn and improve to ensure that we provide outstanding care for all. To enable this, *improvement, innovation and learning* are critical capabilities for colleagues to understand, and to implement and lead.

All employees have an individual responsibility to have a knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements of the Infection Control Manual.

All staff employed by the Trust are required to work in a safe manner, in accordance with current health and safety legislation and with the general principles laid down in the Trust's Health and Safety Policy.

You are required to comply with all of the Trust's policies and procedures. These are obtainable on the Trust's intranet site, where guidance is also contained.

Equality and Diversity is fundamental to all the hospital does, both in the way we provide services to our community, patients and the way in which we manage our staff. All Trust employees are required to respect and adhere to the principles of equality and diversity treating patients and staff with dignity and respect as laid down in the Trust's Single Equality Scheme.

To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.

'All employees have an individual responsibility to ensure all information both manually and electronically achieves and maintains the highest possible data quality standards by adhering to the Trust's Data Quality Strategy and Policy. Poor quality information impacts directly upon patient care, safety and the Trust's performance indicators and finances.'

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults.

The NHS Constitution

The NHS Constitution brings together in one place, what staff, patients and the public can expect from the NHS. It sets out the principles and values of the NHS and explains a number of rights, pledges and responsibilities for staff and patients alike.

The key document to read is the NHS Constitution. This is accompanied by The Handbook to the NHS Constitution which gives more detail of each of the rights, pledges, responsibilities, expectations and values. There is also a useful guide which gives more background information and explains the parts of the Constitution that are relevant to you.

The Promises the NHS makes to you

The NHS also makes certain pledges to you, which it is committed to achieving. These go above and beyond your legal rights and are a commitment to provide high-quality services.

What the NHS needs from you in return

The NHS is a vital resource and we can all help it work effectively, and ensure resources are used responsibly. The NHS Constitution explains the ways in which you can do this, including:

- Recognising that you can make a significant contribution to your own, your family's good health & wellbeing, and taking some personal responsibility for it
- Registering with a GP practice
- Following courses of treatment you've agreed to
- Always treating NHS staff and other patients with respect
- Keeping GP and hospital appointments – or if you have to cancel, doing so in good time
- Giving feedback – both positive and negative – about treatment you've received

