

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Job Description

Job Details

Job Title:	Senior Project Manager
Band:	8a
Directorate:	Estates
Department:	Estates Capital Projects
Hospital Site	Trust Wide

Essential Requirements

- Graduate education with a specialist postgraduate qualification equivalent to Master's level and Chartered membership of a recognised professional body.
- There is an essential need for advanced Knowledge Training and experience through a combination of formal and informal training and courses with experience.
- Undertake ongoing professional development to keep abreast of new ideas regulations and current thinking in the field on building construction and procurement.
- Successful track record at an operational and management level in a complex NHS environment.
- Advanced level knowledge of design, building, planning and construction regulations and legislation, e.g. NHS Health Building Notes and Health Technical Memoranda and Guidance Documents
- Demonstrable successful track record on Capital schemes.
- Providing information and liaising with a number of business and service managers from different organisations to formulate complex combined business cases.
- Drive and innovation is needed to see problems through to a satisfactory conclusion.
- A clear understanding of issues facing the NHS is essential. Understanding of financial commercial appraisal techniques, dispute resolution and litigation processes.
- In depth knowledge of building construction contract procurement methods, Health and Safety legislation and other associated legislation practices and associated procedures, including Firecode, Asbestos Removal Regulations, Infection risk – MRSA, Clostridium Difficile, Aspergillus and Legionella.
- Risk Assessment training.
- Advanced level knowledge of Project Management tools equal or equivalent to PRINCE 2
- Extensive post qualification experience in a senior management position.
- In depth understanding of building construction and contract procurement methods.
- Extensive experience of working on Capital schemes in the NHS.

- Understanding of Clinical Services provided within an NHS Acute Trust

Desirable requirements

- Evidence of on going professional development
- Specialist courses
- Architectural background

2 Job Purpose

- To commission and Project Manage Major Capital new works Projects on behalf of the Trust. (Individual schemes are usually in the region of £4 - 6 million with a number of these schemes being procured at any one time)
- Provision of specialist Expert professional advice to all major specialist projects.
- Work with others to ensure affordable capital programmes consistent with business priorities.
- Lead and manage a team of multi-disciplinary staff in the procurement of capital schemes.
- Provide professional project management and financial advice to ensure projects are procured to correct specification, on time and within budget.
- Manage a variety of Building and Engineering schemes which involve multi disciplinary teams that include External engaged consultants, contractors and Specialist Services.

3 Dimensions

- The Estates Department manages a major programme of Capital, New Works and Refurbishment schemes. Acts as Trust Estates Project Lead and supports specific developments and projects that will impact on services within the Trust.
- Be aware of the direct affect and impact of Projects upon patients, staff and public safety and comfort. Respond pro-actively as required.

4 Organisational Arrangements

Responsible to: Head of Strategy, Planning and Capital Development

Accountable to: Director Estates

5 Knowledge, Training & Experience

- Graduate education with a specialist postgraduate qualification equivalent to Master's level, i.e. Chartered membership of a recognised professional body.
- There is an essential need for advanced knowledge training and experience through a combination of formal and informal training and courses. There is a need to undertake ongoing professional development to keep abreast of new ideas, regulations and current thinking in the field on building construction.
- Successful track record at an operational and management level in a complex NHS environment.
- Advanced level knowledge of Design, building, planning and construction

regulations and legislation, e.g. NHS Health Building Notes and Health Technical Memoranda and Guidance Documents.

- Demonstrable successful track record on Capital schemes.
- Providing information and liaising with a number of business managers from different organisations to formulate complex combined business cases.
- Drive and innovation is needed to see problems through to a satisfactory conclusion.
- A clear understanding of issues facing the NHS.
- Understanding of financial commercial appraisal techniques.
- In depth knowledge of Health and Safety legislation and other associated legislation practices and associated procedures; including Firecode, Asbestos removal regulation, Infection risk; MRSA, Clostridium Difficile, Aspergillus and Legionella.
- Risk Assessment training.
- Advanced level knowledge of Project Management tools equal or equivalent to PRINCE 2
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- In depth understanding of building construction and contract procurement methods.
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6 Skills

Communications & Relationships Skills

- Communicates highly complex and sensitive contractual information to various staff groups where co-operation and or approval is required, i.e.
 - Board members, in the form of Board reports
 - Departmental Heads and senior managers within the Trust
 - External Design Consultants
 - External Legal Advisers including solicitors Queens council etc.
 - Major National Construction companies
 - Senior infection control staff
 - Local Authorities and regulatory enforcement authorities.
 - Accreditation agencies.
- There are often barriers to understanding because of the technical nature and complex nature of the information exchanged:
 - Information exchanged is made up of several components e.g. technical financial, design and timescales.
 - Target audience may have conflicting perspectives and competing demands and may not have the technical experience to readily understand the information being presented.
- The post requires effective communication and working relationships, with individuals and or organisations external to the Trust, e.g. Contractors, Sub-contractors and Architects
- The post holder will need to negotiate with:
 - Contractors on particular aspects of the project, e.g. variation to original specification and the related costing.
 - Service users in order to meet the aspirations for the design and get maximum benefit from the achievable outcomes.

Analytical and Judgement Skills

- The post holder will need to exercise judgment on a wide range of highly complex facts and situations in response to the competing demands of individual projects and Trust priorities.
- Give expert advice on:
 - Design options, changes and costing;
 - Availability of information – materials - manpower
 - Building regulations and H&S Legislation.
 - Time constraints to minimise loss of clinical function.
 - Evaluate expert opinions and or advice which may differ.
 - Consider the procurement options for each major capital project
 - Compare the options available and determine a course of action to be taken.
 - Risk management and risk registers.
- The post holder will need to evaluate external Design Consultant's work. Carry out a range of option appraisals and make recommendations for business case approval, considering finances, cost, functionality and often competing and conflicting User preferences. Conduct specialised analysis of technical/project information and tender returns.
- Judgement needs to be exercised when interpreting legislation, NHS technical guidance, Best Practice codes and evaluating risks.

Planning and Organisation Skills

- The post holder will:
 - Plans and manages long term and strategic capital new works to completion on projects which impact across departments and services.
 - Consider competing demands, complications and implications and make changes to the original plan or strategy when appropriate.
 - Delegate projects to others commensurate with ability and complexity of the project.
 - Prioritise projects in a timely manner to meet programme deadlines in the short medium and long terms, rescheduling in response to changing need and priorities.
 - Coordinate with Ward/Department management and specialist service providers.
 - Work-related building upgrades.
 - Changes due to statutory requirements
 - Deadlines for information requirements i.e. planning requirements, returns, tender documentation.
 - Co-ordinate the activities of external contractors
- The post holder is required to formulate, long term programmes, plan and organise a wide range of on-going work activities to meet the Trusts strategic development plans, ensuring projects are delivered safely, on programme and within Trust budget.
- The post holder's planning skills will impact across all hospital departments within the Trust.
- There is a need to initiate and develop long term Capital Projects/Plans, schemes, works programmes and procurement strategies, allocating and reallocating tasks and coordinating activities with other professions and agencies.
- The pace and direction of work on numerous cross-site inter-departmental and often interrelated Capital Projects, undertaken in-house or using external Consultants needs to be managed.

- Many projects are complicated, may be conflicting and may be made up of several components, with links to other schemes on other sites.

Physical Skills

- Physical skills, are required where accuracy is important:
 - Prepares accurate technical drawings using CAD and drawing equipment where dexterity is needed.
 - Use surveying equipment and a variety of measuring tools.
 - Standard keyboard skills to produce reports.

7 Key Result Areas

Patient/Client Care

- When visiting wards or departments, the post holder constantly respects a patient's dignity and privacy, ensuring that the highest level of care and comfort is never compromised.
- Specific non clinical advice, information and guidance in relation to patients environment will be given to clinical staff in regard to designs being proposed and the practicalities of undertaking building work in adjacent or occupied areas.

Policy and Service

- Responsible for the development of capital project policy for the organization.
- Responsible for the implementation of policy within the assigned project team
- Responsible for developing policy for using contractors and external professional agencies
- Responsible in partnership for the development policy relating to capital projects Trust wide
- Adheres to local and national policies, procedures and guidelines.
- Personally responsible for:
 - Adherence to Trust policies and procedures.
 - Adherence to H&S Legislation and Building Regulations.
- The post holder will be responsible for implementing the Estates Capital Procurement Policy. In addition proposes and helps develop policies for the Estates department as a whole, e.g. sits on working parties for Asbestos, CAD and maintenance.

Financial and Physical Resources

- The post holder will be a designated major budget holder for major capital schemes.
- Financial decisions are made on:
 - Variations to contracts
 - Procuring physical assets for schemes.
 - Selecting service providers and suppliers
 - Authorises payment to contractors.
 - Authorises payment to design team consultants.
 - Raising orders and authorising invoices.
- The post holder will commit substantial expenditure in the form of orders/letters of intent. Responsibility for procurement of services/suppliers/authorising service orders including cost, quality, time and delivery.
- Responsible for authorising of major financial Payments on capital schemes

Human Resources

- Conforms to Trust Policies, Procedures and Guidelines.
- Complies with Dignity and Respect at Work Policy.
- Promotes equality and diversity
- Complies with Trust Health and Safety Policies
- Monitors Health and Safety of self and others
- Attends mandatory updates

Management

- The post holder is the line manager for multi-disciplinary staff in the Estates Project Team, being responsible for:
 - Performance of the team
 - Recruitment of new team members
 - Training programmes
 - Teaching new staff
 - Staff appraisals
 - Delegation/instruction of staff on work allocation
 - Discipline
 - Continuing Professional Development and career development.
- Responsible for ensuring monitoring and supervision of specialist contractors and designers.

Leadership

- Act as a role model for others

Information Resources

- Responsible for production of as built record information in hard copy and digital format. Ensuring building records information systems are kept up to date.
- Provide regular update information on the physical and financial progress of Major Capital projects.
- Operate and develop a computer-aided design system (CAD) to view and print drawings.
- Use information systems and software packages to produce regular reports and documents.

Research and Development

- Participate in a range of Estates audits and surveys relating to own area of work
- Audits Estates Projects for:
 - Compliance with new Legislation.
 - New Information technology that can be used within Estates.

8 Freedom to Act

- The post holder will make financial, technical, and contractual decisions.
- A high degree of independent decision making is needed. As lead specialist person on capital schemes decisions on building regulations, technical matters, financial matters legislative and procurement matters are regularly called for and fed back to senior Trust staff or externally appointed design teams. Health and safety, NHS documentation, and Building Regulations guide the post holder. As Team leader the post holder has significant discretion regarding decision making. Expected results are defined, however the post holder decides how these are

best achieved.

- Work within the scope of broad occupational policies:
 - Health and Safety legislation
 - Building Regulations
 - Trust and NHS Guidelines
 - Identified Lead Specialist on Capital New Works programmes

9 Effort and Environment

Physical Effort

- Light Physical effort is needed when visiting site for example, climbing to heights on scaffolding undertaking building surveys etc.
- There is a frequent requirement for sitting at meetings and working at computers.
- There is a requirement to sit in a restricted position at a work station.
- The post holder frequently covers the hospital sites on foot.

Mental Effort

- Frequent concentration required when undertaking the following:
 - Writing board reports reviewing business plans.
 - Scrutinise detailed tender documents, plans, schedules of work, material specifications, condition surveys, etc.
 - Interruptions occur to deal with unexpected emergencies, competing demands for attention from peer groups and subordinates.
 - Planning schemes chairing project team meetings, etc.
 - Represent the Trust in formal hearings and disputes.

15. Emotional Effort

- Exposure to emotional circumstances is rare.

16. Working Conditions

- Frequent exposure to unpleasant conditions during site visits:
 - Dust and dirt
 - Confined spaces
 - Inclement weather
 - Accessing heights
 - Exposed VDU screen.

Agreed post holder *Agreed manager*

Date

Date

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Person Specification

JOB TITLE: Senior Project Manager

BAND: 8a

DIRECTORATE: Estates SITE: Trust-wide

WARD/DEPT: Estates

SPECIFICATION	ESSENTIAL Requirements necessary for safe and effective performance in the job	DESIRABLE Where available, elements that contribute to improved / immediate performance in the job	COMMENTS/ SCORE
KNOWLEDGE	An in-depth knowledge of building techniques, procurement routes, contract management, design processes and major programmes of work. Excellent financial management skills in relation to the delivery of capital projects. An in-depth understanding of the physical healthcare environment as reflected in relevant policies and procedures (e.g. HTM and HBN).	An understanding of engineering services in major capital schemes and preferably in the acute healthcare environment. Building Information Management systems. Good knowledge of building and planning legislation applicable to the NHS environment.	
SKILLS	Excellent communication skills both oral and written. Excellent planning and organisational skills to develop programmes of work and manage against them. Well developed team leadership and change management skills.	Working use of CAD systems.	
EXPERIENCE	Have extensive experience in the design, construction and project management of major building projects. Have experience of working in an acute healthcare setting.		
QUALIFICATIONS	Minimum graduate level with master's degree or equivalent level qualifications / experience. Membership of a recognised professional body. PRINCE2 Practitioner or equivalent.		
PERSONALITY/ POTENTIAL	Demonstrably a leader as well as a team-player. To successfully apply a range of leadership, managerial and decision making skills.		
ATTITUDE/ APTITUDE	Ability to work to programmes and tight deadlines, self motivation and forward planning. Ability to communicate effectively at all levels by employing interpersonal skills ensuring the Estate meets the operational and clinical requirements.		
PHYSICAL REQUIREMENTS	Ability to undertake regular light physical effort including inputting at a keyboard.	Ability to work at heights and or in confined spaces.	

ON INTERVIEW PLEASE COMPLETE

CANDIDATE'S NAME:

SIGNED BY:

(Panel Representative)

REFERENCE NO:

DATE: