

## JOB DESCRIPTION

### PROJECT MANAGER

<b>Base</b>	John Radcliffe Hospital as the base but the role covers all sites
<b>Grade</b>	Band 8a
<b>Department</b>	Capital Development
<b>Responsible to</b>	Senior Project Manager
<b>Accountable to</b>	Director of Estates, Facilities and Capital Development
<b>Responsible for</b>	Delivery of capital & revenue projects to time, budget, and quality
<b>Hours of work</b>	37.5

### Oxford University Hospitals NHS Foundation Trust

Oxford University Hospitals NHS Foundation Trust (Trust) is a world-renowned centre of clinical excellence and one of the largest teaching trusts in the UK. The Trust provides academically led acute and specialist services, to people from the local area, from throughout the UK, and from overseas.

The Trust is made up of four hospitals – the John Radcliffe Hospital (including Children’s Hospital, West Wing, Eye Hospital, Heart Centre, and Women’s Centre), the Churchill Hospital, Nuffield Orthopaedic Centre, all located in Oxford and the Horton Hospital in Banbury, north Oxfordshire.

The Trust provides a wide range of clinical services, specialist services (including emergency department, trauma, maternity, obstetrics, and gynaecology, renal and transplant, critical care, infectious diseases, and blood disorders, cardiac, cancer, musculoskeletal and neurological rehabilitation, general surgery), medical education, training, and research.

### JOB SUMMARY

The Project Manager is responsible for the delivery to time, budget, and quality of delegated capital and revenue projects (projects), including project and programme management, cost and contract management, procurement management quality management, health & safety, and risk management in support of the Trust objectives. The projects will predominantly but not exclusively be located on the Trust hospital sites (John Radcliffe, Churchill, Nuffield Orthopaedic Centre, and Horton Hospital), for example, the Trust may also deliver projects with other partners, on other hospital sites and within the community.

Working within an acute hospital environment, the Project Manager will be responsible for the planning, monitoring and control of all aspects of one or more high value (up to £20 million) and complex capital and revenue projects.

The Project Manager will use technical knowledge and experience to resolve project issues to ensure the successful delivery to the specified programme, cost, and quality standards.

The Project Manager will deputise for the Senior Project Manager, as necessary. In addition, the post holder will provide line management for one or more Assistant Project Managers and management of external appointed design and technical consultants.

## **MAIN DUTIES AND RESPONSIBILITIES**

### *Operational*

- To support and guide the Senior Project Manager in the management of projects within the estate and to provide the most practical and economic solutions for design, procurement, construction, management, commissioning, and maintenance of the development. Ensure that the Senior Project Manager has the right information and knowledge at the right time to exercise authority properly.

### *Project Management*

- Lead and be responsible for one or more projects (up to £20million in value), including refurbishments, redevelopment, and new builds, in accordance with the Trust's project management policies, procedures and processes.
- Establish and manage an effective project team to include user representatives.
- Develop a Project Initiation Document and detailed project plans to ensure delivery of the project to agreed budget, programme, scope, and quality standards, taking account of interdependencies between projects. Monitor and update the plans on a regular basis.
- Manage and ensure the successful delivery of the projects within an acute hospital environment, managing conflicting demands, whilst minimising any potential disruption or disturbance to patients, staff, or other visitors.
- Ensure that all aspects of the projects are managed based on best practice, promoting sustainability, and working towards enhancing patient care and experience.
- Responsible for ensuring the correct surveys are carried out, for example structural and asbestos surveys.

### *Reporting*

- Produce regular reports using the Trust's IT systems including project management software.
- Report monthly (including Highlight Report, Exception Report, cash flow and forecast outturn Capital Spread sheet, Risk Log etc) as required by Capital Management Group and provide other updates as required by the Senior Project Manager, Programme Manager or Deputy Director of Capital Development.

- Report on progress to the Project Sponsor, Project Group, Capital Management Group, and other senior managers monthly and as required.

### *Scheduling / Programme*

- Develop, monitor and keep up to date an overall programme / schedule for the project to ensure that the project is delivered to the agreed timescale, taking account of any dependencies, and checking for any changes to the critical path.

### *Scope and Change Control*

- Establish and implement robust project monitoring and change control systems, ensuring that all proposed changes are logged, and decisions recorded.

### *Business case and design development*

- Work with the Capital Development team and support the Senior Project Manager and clinical/operational service in developing the project from Strategic Outline Case business case stage to Outline Business Case and Full Business Case stage, including undertaking options appraisals and feasibility studies for preferred options.

## **Stakeholder Engagement and Communication**

- Working with the Project Sponsor, develop a Stakeholder Engagement Plan, ensuring that patients, the public, users, and internal and external stakeholders are fully and appropriately involved throughout the project.
- Working with the Communications Team, develop a Communications Plan for the project, setting out what is to be communicated to whom, at what stage, in what format, when and where, updating the plan, as appropriate, throughout the project.
- Communicate detailed and technical project, design, financial, risk and contractual information to the Sponsor, Project Board, senior managers, users, design consultants and contractors, ensuring their understanding and cooperation, as appropriate.

## **Staff management**

- The post holder is responsible for the supervision of technical staff and others working on projects, including Assistant Project Managers and external design and technical team consultants.
- The management will include undertaking regular project reviews on a one-to-one basis; identifying training needs, including ensuring that inductions and Trust mandatory training courses are completed; ensuring that any performance issues are dealt with in an appropriate and timely manner; and that appraisals are undertaken on an annual basis with periodic reviews throughout the year as appropriate.
- Assist in the planning and conducting of incident and HR investigations.

## **Financial and physical resources**

- Responsible for managing the project budgets within delegated financial limits and in accordance with the Trust's Standing Financial Instructions. Authorise payments to contractors and suppliers using the Trust processes within approved budgets.
- Report monthly on the project's budget and actual expenditure, including impact of project variations, together with a month by month forecast cash flow (via Capital Highlight Report).
- Manage the budget, including contingencies and risk sums and reclaim of VAT, to ensure that the Trust and the Client receive value for money, including value engineering the projects, as necessary.
- Be responsible for the installation of physical assets as part of project delivery.

## **Risk Management**

- Identify and assess risk throughout the project including drawing up and regularly reviewing and updating a costed risk register with mitigating actions and contingency plans, undertaking risk workshops and escalating project risks as appropriate.

## **Procurement and Supply Chain Management**

- Establish requirements and develop a procurement strategy for the project.
- Draw up specifications of requirements for the design team, and appoint the team, as appropriate, via Trust supported frameworks (e.g., NHS SBS, Crown Commercial Services) where possible or alternatively following a procurement process. Lead and manage the team through the design, delivery, and post construction stages, including performance review and management, to ensure successful delivery and completion of the project.
- Ensure that the main contractor for the project is procured in accordance with Trust and public sector procurement requirements, using a compliant Framework or by tender (using the OJEU/ DH Procure23 processes as appropriate) and using standard forms of building contract (NEC3, JCT). Manage the tender, evaluation, and selection process. Negotiate as to the terms of the contract, as appropriate.
- Manage the main construction contract including performance review and management, ensuring compliance with appropriate legislation, including Health and Safety, environmental standards, statutory approvals, and DH mandatory standards (HTMs and HBNs).

## **IT and information resources**

- Use Activity Database (ADB) software to assist in the briefing, design and commissioning

of new builds and refurbishments of healthcare premises.

- Use project planning software (e.g., MS Project) to develop and manage programmes for projects.
- The role will be based in an office environment and will require use of VDU.

### **Policy and Service Development**

- Ensure implementation of all appropriate Trust, Directorate and Capital Development policies and procedures. Proactively contribute to further development of policies and procedures to improve service provision across the Directorate.

### **Education and Professional Development**

- Maintain continuous professional development of knowledge and skills.

### **Other duties**

- The Project Manager will deputise as required for the Senior Project Manager.
- Undertake all other duties as agreed with the Senior Project Manager
- Ensure that a professional and open culture always prevails.
- The post holder will be expected to climb ladders, work at height, and often enter uncomfortable and unpleasant areas (including confined spaces, construction sites, operating theatres, mortuaries etc).

### **General Conditions**

#### **Trust Values**

As they undertake their duties, all staff are required to uphold and demonstrate the Trust's core values of ***excellence, compassion, respect, delivery, learning and improvement***. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching and research. Further information can be found at: <https://www.ouh.nhs.uk/about/vision-and-values/default.aspx>

#### **Professional Standards**

All Trust staff employed in recognised professions are required to ensure they work to the appropriate professional standards and/or Codes of Practice and all managers are expected to follow the Code of Conduct for NHS Managers.

#### **Risk Management**

All Trust staff have a responsibility to themselves and others in relation to managing risk and will be provided with the necessary training and support to enable them to meet this responsibility. Staff should be familiar with and understand their role within relevant Trust policies and procedures including the Major Incident, Fire and Information Governance Policies as well as any local response plans. Managers are responsible for implementing and monitoring identified risk management control measures within their designated scope of responsibility and escalating these as appropriate in line with Trust procedures.

## **Health and Safety**

All staff are required to comply with and follow the requirements of the Health and Safety at Work Act (1974), Statutory Regulations and Trust policies and procedures, including promotion of staff's own personal safety, and that of others by taking reasonable care at work and ensuring safe working. Staff will be provided with training, specialist advice and support to enable them to meet these responsibilities. All staff have a right to access Occupational Health or other staff support services in times of need.

## **Infection Prevention and Control**

Infection Prevention and Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections. All staff employed by the Trust have the following key responsibilities:

- Staff must decontaminate their hands prior to and after direct patient contact or contact with the patient's surroundings.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health or FirstCare.

## **Safeguarding Children and Vulnerable Adults**

The Trust has a statutory responsibility to safeguard children and vulnerable adults. Staff have a responsibility to:

- Assist in protecting patients and their families from any form of harm whether they have direct or indirect contact with children and families.
- Safeguard and promote the welfare of children and young people in accordance with "Working Together to Safeguard Children" (HM Gov. 2018).
- 'Make safeguarding personal' (Care Act 2014), ensuring that the wishes and decisions made by adults with care and support needs are upheld.
- Comply with the Mental Capacity Act (2005) if they have direct contact with children who are 16 and over and adults.
- Comply with the PREVENT duty (Security and Counter Terrorism Act 2015).
- Ensure that they are aware of the specific duties relating to their role and undertake relevant training, in accordance with the Intercollegiate Guidance (Children 2014 and Adults 2018) to enable them to recognise and respond to any concerns.
- AAt all times uphold the rights of children and young people in accordance with the UN Convention Rights of the Child and the Health and Social Care Act 2015.
- Share appropriate and relevant information relating to safeguarding children and adults.
- Comply with police investigations relating to safeguarding children and adults.

## **Equality, Dignity, and Inclusion at Work**

The Trust is committed to a diverse and inclusive workplace which is supportive and free from harassment, discrimination and any less favourable treatment which cannot be justified, e.g., on the grounds of age, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion and belief and sexual orientation. All

staff are responsible for treating other staff, patients and the public with dignity and respect, as well as a duty to report any incident contravening this to their line manager.

### **Statutory and Mandatory Training**

To ensure that staff can work safely and efficiently, and provide the absolute best care to our patients, it is essential that all staff are fully compliant and up to date with the Statutory and Mandatory training (as outlined in the Trust's Statutory and Mandatory Policy).

### **Appraisal**

All staff are required to actively participate in an annual appraisal and personal/professional development programme.

### **Information Governance**

All staff with access to personal confidential information during their duties are required to adhere to all legal requirements, relevant NHS and Trust policies and procedures including the Information Governance and Information Protection policies, and complete annual data security/information governance training.

*Data quality* is crucial in ensuring that complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service and financial planning and performance. Data quality is a vital element of every staff member's role, and all staff should ensure they have read and understood the Trust's Data Quality Policy. Any errors should be corrected in line with Trust policy and reported to their line manager.

*Access to health records:* all staff who use and/or contribute to patients' health records are expected to be familiar with and adhere to the Trust's Records Management Policy and note that patient records are the subject of regular audit. All health professionals are advised to compile records on the assumption that patients have a legal right to access their records.

### **No Smoking Policy**

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

### **On Call**

Where appropriate, a requirement to take part in the Trust's on-call rota and provide practical leadership, advice, and guidance during specific periods. Staff who are not currently required to participate in the Trust's on-call system may be required to do so following appropriate consultation.

### **Miscellaneous**

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development needs of the post-holder.

**PERSON SPECIFICATION  
PROJECT MANAGER**

<b>Factors</b>	<b>Essential requirements</b>	<b>Desirable requirements</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree qualified in a construction related discipline, post graduate diploma/ masters of specialist knowledge through equivalent experience.</li> <li>• Advanced specialist knowledge through experience of project management, programme management, cost management, procurement management, quality management and H&amp;S &amp; risk management.</li> <li>• Membership of a chartered institute in the construction industry (e.g., CIOB, RICS, CIBSE, ICE).</li> <li>• Evidence of recent Continuing Professional Development.</li> </ul>	<ul style="list-style-type: none"> <li>• APM Project Management, Project Professional or Practitioner Qualification (PPQ or PQ) or RICS Construction Project Manager / Surveyor.</li> <li>• Leadership and management qualification (e.g., CMI Level 5).</li> <li>• Qualified in a recognised H&amp;S qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of successful project management of high value (up to £20m) and complex construction projects</li> <li>• Experience and knowledge of the whole design and construction process</li> <li>• Proven project management experience</li> <li>• Experience and knowledge of Construction Contracts</li> <li>• Experience of one or more construction professional duties</li> <li>• Experience of quickly analysing situations/issues and taking decisive action when dealing with project emergencies.</li> <li>• Experience of planning and organising a broad range of multi-stranded and complex projects, plans and strategies, formulating and adjusting as required</li> <li>• Experience of engaging with internal and external stakeholders, service providers and business partners.</li> <li>• Experience of working effectively under pressure demonstrating the need to react to situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with NHS capital procurement to include equipping and commissioning.</li> <li>• Previous NHS and/ or healthcare sector experience (preferably in an acute hospital), an understanding of NHS Estates Terminology/ procedures</li> <li>• Knowledge of both JCT and NEC forms of contract.</li> <li>• Knowledge and experience of construction law</li> </ul>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>• Good knowledge of healthcare guidance, HTMs, HBNs and others industry specific guidance. To include in depth knowledge and understanding of the requirements of clinical and non-clinical hospital departments and sound working knowledge of infection prevention and control as related to healthcare building</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of the current and changing NHS environment</li> <li>• Microsoft project specifically or other project management tools.</li> <li>• Knowledge and</li> </ul>



	<p>design.</p> <ul style="list-style-type: none"> <li>• Ability to understand, interpret, advise on, and implement published guidance and mandatory requirements with regards to healthcare buildings.</li> <li>• Effective analytical skills, able to review and interpret highly complex and sometimes conflicting information and data and translate into reports, scenarios, schedules of accommodation and specifications, presenting options and recommendations.</li> <li>• Effective communication and presentation skills (both verbally and non-verbally), dealing with highly complex, sensitive, or contentious information communicated to a wide range of individuals and groups at all levels internally and externally</li> <li>• Negotiation, persuasion, and motivational skills, able to gain co-operation at all levels. To include an ability to calmly resolve sensitive issues in a professional manner</li> <li>• Computer literate with advanced keyboard skills and experienced in the use of Microsoft and other software packages for data analysis and report-writing</li> <li>• An ability to plan and think strategically</li> <li>• An ability to identify and understand risks to a project(s)</li> <li>• An ability to work with a high degree of accuracy.</li> <li>• Ability to maintain a database of healthcare building design information</li> <li>• Personal drive to work efficiently with the ability to meet deadlines.</li> <li>• Ability to train and teach others, facilitate development sessions and act as workplace mentor.</li> <li>• Ability to lead at meetings e.g., Design Teams and User Groups and chair where necessary.</li> <li>• Ability to work as effectively alone under one's own initiate and as a team member.</li> <li>• Adaptable and imaginative.</li> <li>• Innovative and enthusiastic.</li> <li>• Be able to work at height</li> </ul>	<p>experience of ADB software.</p> <ul style="list-style-type: none"> <li>• Knowledge and experience of developing schedules of accommodation</li> <li>• Development and writing of business cases</li> </ul>
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