

**JOB DESCRIPTION
SENIOR BUILDING MANAGER**

Base	John Radcliffe Hospital as the base but the role covers all sites
Grade	Band 8A
Directorate	Estates and Facilities
Responsible to	Senior Estates Operational Manger
Accountable to	Director of Estates and Facilities
Responsible for	Operational building maintenance
Other	-

JOB SUMMARY

Professionally lead the Building trades operations and maintenance work across the Trust's sites as directed by line management. This includes activities that are demanding and/or non-routine, ensuring compliance with Trust safety standards, policies and procedures.

Liaise with postholders such as Small Works Manager and Capital Team regarding Planned work programmes including any responsive action required for asbestos and other specialist subjects.

Acting as the Trust internal advisor (Authorised Person – AP) for asbestos and seek external advice from the Trust's AE when required.

Contribute to the Management and implementation of the planned engineering and building maintenance programmes for the Trust to ensure compliance with key standards, both legislative and performance related (as defined through Service Level Agreement) – also meeting where necessary the requirements of the NHSLA.

Provide expert specialist and professional building expertise to other estates staff, directors and senior management of the Trust; and may be required to advise external agencies.

Exchange maintenance and building project-related information with specialists and non-specialists to negotiate technical, commercial and safety matters with contractors and suppliers.

Take overall responsibility for the evaluation of safety measures and the impact of works and the communication of risks to staff, colleagues and patients, ensuring appropriate escalation to senior management as required.

MAIN DUTIES AND RESPONSIBILITIES

Management Responsibilities

- Line manage and support the building operational team at the Headington Hospitals sites.
- Manage all multi trade works applicable to Building disciplines, i.e. asbestos, fire safety (compartmentation/cladding/combustibility), drainage, glazing, balconies (fall restraints) roofing, carpentry, painting and decorating, pathways, roads, grounds and floor repairs;
- Responsible as the budget-holder for the Building Team outside of the Small Works Team and for managing pay and non-pay expenditure, meeting financial targets and ensuring full compliance with Trust's Standing Financial Instructions;
- Contribute to the development, implementation and review of the Trust's Estates plans, business case preparation, budgets and work closely with the other Estates Managers in the development of works programmes;
- Plan maintenance works to support the generation and delivery of the Trust's Backlog Maintenance Plan, including liaison with Small Works Manager, users and contractors;
- Responsible for the development and implementation of the Trust's Asbestos Management Plan, including Asbestos Risk Register surveys and re-inspections and the updating of Policies and Procedures in accordance to the Control of Asbestos Regulations and HSE requirements;
- Support the Trust's Compliance Manager and Senior Estates Managers with audit of adoption of Asbestos systems and procedures, along with supporting the areas of the NHS PAM Assessment applicable to the role;
- Responsible for ensuring systems are in place for all relevant internal staff (Estates/Facilities/Capital/IT/H&S) and external contractors are able to access up to date information on Asbestos risks and procedures;
- Exchange and communicate sometimes highly complex or contentious maintenance and building project-related information internally and externally with specialists and non-specialists. Negotiate technical, commercial and safety matters with contractors and suppliers, working in close collaboration with corporate colleagues, senior managers and Directors as necessary.
- Provide expert specialist and professional building and expertise to other estates staff, directors and senior management of the Trust; and may be required to advise external agencies.
- Make judgements on a range of professional matters involving highly complex facts, requiring analysis, interpretation and comparison of a range of options – some of which may be conflicting - taking into account legislation, Health and Safety and national and local standards;
- Contribute to the development the team workforce plan;

- Contribute to the generation and implementation of the environmental elements of the PLACE action plan;
- Plan asset condition surveys/audits, including risk assessments and statutory information relating to fire safety and report back to the line manager;
- Develop and implement new Estates policies, procedures and standards in line with legislative and other changes;
- Responsibility for the management of external contractors providing maintenance services and repairs at Trust sites, maintaining all documentation (e.g. Trust policies and Health & Safety at Work Act 1974);
- Ensure the risks associated with the areas of responsibility are placed on the Trust's Risk Management System and are regularly reviewed and mitigated to an acceptable level;
- Prioritise work requirements on essential facilities which could have a direct detrimental impact on the patient experience e.g. nurse call handsets, patient toilets/wash facilities and patient beds. The role involves prioritising and being able to react to changing workloads;
- Responsible for the management of operational estates contractors, ensuring quality of specification and workmanship;
- Monitor performance of contracts, taking effective steps to ensure that acceptable levels of service and value for money are achieved;
- Research and develop the latest Estate Management strategies and implement new methods of working throughout the Trust in order to improve return on resources;
- Lead on the implementation/management of safe systems of work (e.g. Permit to Work, isolation procedures) under the guidance of AP's to ensure that all safe systems of work are carried out correctly. For example; Asbestos Management Plan for Trust staff and external contractors to ensure all work is carried out using appropriate safe systems of work and controlled to minimise risk to staff patients, visitors and contractors;
- In conjunction with Estates Management investigate the use of energy saving materials and methods and report back on issues arising from trials;
- Plan and schedule major interruptions, maintenance activities and co-ordinate the work of contractors;
- Oversee the management and undertaking of detailed commissioning, snagging, tests, witnessing and familiarisation of capital and minor works projects;

- Manage and monitor the completion of time sheets, job docket and risk assessments (RAMS) and updating the Trust CAFM system/MiCAD asbestos register in a timely manner;
- Manage the completion all report sheets and test certificates as necessary;
- Review, devise, implement and roll out planned maintenance (PPM) tasks and emergency works on own authority/initiative where necessary, to include, but not limited to asbestos, fire safety (compartmentation/cladding/combustibility), drainage, glazing/windows, balconies (fall restraints) roofing, pathways, roads, grounds and floor repairs;
- Ensure that all building changes are updated on the department's record systems and O&M manuals are available for staff who need to access them;
- Deputise for line manager as required;

Operational Responsibilities

- Work in accordance with the requirements of HTM's, HBN's, British Standards, Model Specifications and all Statutory Regulations, Codes of Practice and Trust Policies and Procedures;
- Communicate with all levels of staff across the organisation, ensuring that highly complex information is communicated in an easy to understand way to staff who are not specialists;
- Communicate to a variety of external organisations, contractors, suppliers etc. on a daily basis or as required to ensure that projects etc. are progressed in accordance with plans;
- Liaise with Estates Supervisor /Operations Managers regarding plant or equipment failures and request the supply of goods and/or services as necessary;
- Organise and supervise equipment and materials relating to works being undertaken;
- Liaise with the Estates Helpdesk when receiving emergency works and service complaints;
- Act on own initiative and advise senior staff of implications of technical issues when attending site on call outs;
- Actively participate in the wider team operation and control of building planned maintenance schemes;
- The role involves concentration for long periods of time e.g. on technical issues and ensuring an audit trail for paperwork during operational incidents;

- Occasionally required to exert heavy and physical effort in moving or lifting equipment;
- High levels of concentration are required for fault finding, inspections and interruptions to deal with emergencies;
- Analyse complex data and information regarding mechanical, electrical and building services, performance, maintenance and legislative compliance in order to ensure the Trust's buildings are maintained appropriately;
- May occasionally be required to work or assist in areas of uncontrolled hazards i.e. gas leak, steam leak, bodily fluids and raw sewage;
- Analyse and problem-solve technical issues, diagnose faults and find solutions in complex, multi-faced equipment, assessing the safety situation;
- Liaise with manufacturers regarding plant and equipment failures;
- Carry out works in areas requiring emotional sensitivity e.g. mortuary, children's ward, general wards and ITU;
- At all times carry Trust communication devices (pagers and /or two-way radio, mobile phones) to facilitate immediate response to emergencies;
- Organise and order, where appropriate, resources including labour, transport and materials and provide accurate costing of labour hours/ materials required;
- Provide specialist information to Consultants and Design Staff regarding complex systems and services to enable the provision of development and improvements to the Building Fabric across the Trust;
- Participate fully as a member of Estates Departments on-call team; covering duties of colleagues when necessary to provide an effective and efficient 'out of hours service' to the Trust and customer organisations;
- Ensure that all work is undertaken using the correct equipment, and that the post-holder has the necessary skills and competence to undertake the task;
- Provide building advice and support on building services to contractors and in-house staff;
- Undertake fault finding on systems and equipment;
- Follows detailed engineering drawings and specifications; interpret detailed building services drawings and specifications to instruct others and advise;

- Immediately notify the Trust Senior Managers/Estates Managers and relevant APs of any deviation from the regulations;
- Report issues to the relevant line manager; investigate and report any asbestos related RIDDOR incidents.
- Use all relevant PPE, tools and equipment within safety guidelines as necessary for the completion of works;

Training

- To attend training as necessary including BOHS P405 Management of Asbestos in Buildings (non-domestic) as a minimum;
- To undertake Competent Persons training in specialist areas as requested by the Senior Estates Managers;
- Provide training, technical advice and support to trainees and maintenance assistants and contractors;

Professional Responsibilities

- Carry out all aspects required of the role with complete professionalism at all times;
- Act responsibly at all times with total awareness and appreciation of duty of care as a Trust employee and as an individual;
- Always adhere to Trust values;
- The post holder will act as a Competent Person (CP) as defined by the various HTM's, ACoP's and the Estates Quality Management System for an appropriate number of specialist services relevant to the role;
- Typically, an Authorised/Competent Person is a person who provides skilled installation and/or maintenance of the specialist service. The Authorised/Competent Person will be appointed in writing by the Lead Authorised Person and the Authorised Person will be appointed by Trust's designated person as recommended by the external expert/AE. They will demonstrate a sound trade background and specific skill in the specialist service for which they have been appointed;
- This work will take place under the supervision of a 'Lead Authorised Person' for each specialist service, typically the relevant Senior Estates Officer,

Other Responsibilities e.g. Trust-Wide

- To participate in the out of hours on call rota;

- Work overtime to carry out emergency repairs as required;
- Undertake any other duties appropriate to the grade;
- The post holder will have authority and be expected to raise requisitions with relevant contractors and suppliers for services or goods;

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 safeguarding 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.
- At 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 very 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 the course of 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

BUILDING MANAGER

CRITERIA REQUIRED	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> • Degree in Building Surveying, related discipline or equivalent experience. • Must have additional post-graduate level knowledge either through a relevant Masters' qualification or equivalent experience. • P405 Management of Asbestos in Buildings, or working towards. 	<ul style="list-style-type: none"> • Trained in Health & Safety, i.e. NEBOSH, IOSH, First Aid etc. • Member of relevant healthcare or engineering institutes, i.e. IHEEM, HEFMA, CIBSE, IET, CIOB etc. • Experience across several of the HTM's acting as either a CP or AP. • Efficiency improvement training, i.e. Lean / Six Sigma • PRINCE2 Practitioner
Knowledge & Experience	<ul style="list-style-type: none"> • Substantial full-time specialist experience gained from working in a complex multi-site health care engineering environment. • Knowledge of maintenance methodologies • Knowledge of HTM's, HBN's and Estates specific legislation. • Line management, training and facilitation experience. • Experience of working within and developing a 'safe system of work' and dealing with health and safety issues. • Experience of developing, agreeing and delivering new policies and procedures. 	<ul style="list-style-type: none"> • Experience in working in a similar role. • Previous experience of working with a quality management system (e.g. ISO 9001)

	<ul style="list-style-type: none"> • Experience of Project Management including the concurrent management of multiple projects. • Demonstrate a structured, analytical and best practice approach to maintenance management. • Ability to analyse data and produce reports using a range of software packages. Experience of creating and giving presentations to varied group of internal and external stakeholders. • Good knowledge of energy efficient working practices Demonstrable track record of working effectively within and through multi-disciplinary teams 	
<p>Values</p>	<ul style="list-style-type: none"> • Values and respects others, treats everyone as an individual, is non-judgemental • Motivated to be genuinely kind and caring • Helps and co-operates with colleagues • Pro-active and takes responsibility • Willing to learn, open to change • Motivated to make a difference in whatever way they can • Takes pride in themselves, their appearance, their role and where they work. • Actively supports the Trust's values. 	
<p>Specific Skills</p>	<ul style="list-style-type: none"> • Highly organised and able to manage a complex workload • Able to work independently and exercise a high degree of professional judgement • Ability to work under pressure and meet strict deadlines • Able to apply the knowledge, experience and judgement necessary to demonstrate, in a practical sense, the safe operation and maintenance of specific systems/equipment. • Able to demonstrate the analytical skills and judgement required to identify/diagnose a range of defects and failures in relation to specific systems/equipment and what actions to take. • Ability to plan and organise in coordination with contractors 	<ul style="list-style-type: none"> • Committed to improving efficiency and environmental protection.

	<p>unsupervised routine and complex maintenance, analysis, solution finding and repair work</p> <ul style="list-style-type: none"> • Communicates highly complex or highly sensitive (commercial in confidence) information including use of negotiating skills and persuasive/motivational skills (in order to deliver appropriate performance levels from staff/contractors). • Communicates highly complex, sensitive or contentious information to a wide range of individuals and groups at all levels internally and externally, both verbally and in writing; able to tailor to specific audiences and including situations where there are significant barriers to acceptance • Able to develop and maintain relationships across a wide range of managers/clinicians and staff at all levels, and with external organisations. • Develops and uses contacts and networks to promote co-operative working relationships. • Proactive, self-motivated • Innovative, flexible • Leads and motivates others • Positive attitude • Self-confident, willing to raise contentious issues whilst listening to others. • Ability to think strategically • Ability to solve challenging problems with creative thinking. 	
<p>Physical Skills & Effort, Emotional Effort</p>	<ul style="list-style-type: none"> • Able to use small tools and carry out fine adjustments to building services on a regular basis • Able to carry out routine and emergency maintenance on engineering and building systems on a routine basis • Occasionally lift heavy loads, with support of lifting equipment where appropriate • Able to concentrate for long periods on complex issues and work with 	

	detailed information <ul style="list-style-type: none"> • Work within clinical areas in close proximity to patients. 	
Requirements due to Working Environment	<ul style="list-style-type: none"> • Occasional requirement to work in hot, cold and dirty environments, in plant rooms and external areas • Occasional requirement to work off ladders and on roof tops • Occasional requirement to work with PPE as required in contaminated areas • Working with VDU in office environment • Full current driving licence 	

Employee Signature _____

Print Name _____

Manager Signature _____

Print Name _____

Date _____