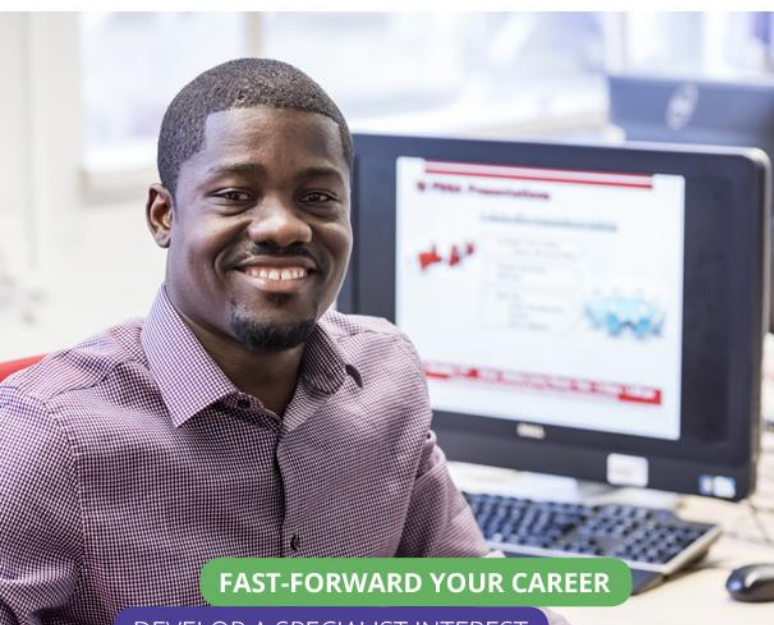


Recruitment information pack



FAST-FORWARD YOUR CAREER

DEVELOP A SPECIALIST INTEREST

BE PART OF A SUPPORTIVE TEAM



STRUCTURED CAREER PROGRESSION

LEADERSHIP COURSES

SCOPE TO DEVELOP NEW SKILLS

WHO WE ARE

Join Imperial College Healthcare and become part of a community of 16,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

In April 2026, we formalised our partnership with the three other acute NHS trusts in north west London to establish the North West London Acute Provider Group. The four trusts remain independent organisations, with their own boards, coming together through a board in common.

The move builds on existing collaboration and reflects a shared commitment to working more closely together – simplifying decision-making, making the best use of combined resources and expertise, to improve care for patients and local communities

OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

OUR HOSPITALS

Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

Charing Cross Hospital, Hammersmith

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

Hammersmith Hospital, Acton

Hammersmith Hospital is a specialist hospital renowned for its strong research connections. and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

Queen Charlotte's & Chelsea Hospital, Acton

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

St Mary's Hospital, Paddington

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

Western Eye, Marylebone

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include outpatients, inpatients, day case and emergency services.

WHY JOIN US?

Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at

Reach your potential in hospitals that make history

Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Conduct research here

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

Access brilliant benefits and enjoy a new social life

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation

Reach your potential in hospitals that make history

Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

JOB DESCRIPTION

Job Title	Head of Estates Capital Projects
Band	Band 9
Directorate/ Department	Estates
Division	Estates and Facilities
Location of work	Trust-wide
Hours	37.5 per week.
Reports to	Director of Estates and Facilities
Accountable to	Director of Estates and Facilities

1. Job purpose

To manage the provision of all Estates Capital Project Strategic Planning requirements, including staff management, contract/commission negotiation, budgetary management, together with the coordination of all the Capital Projects.

2. Key stakeholders

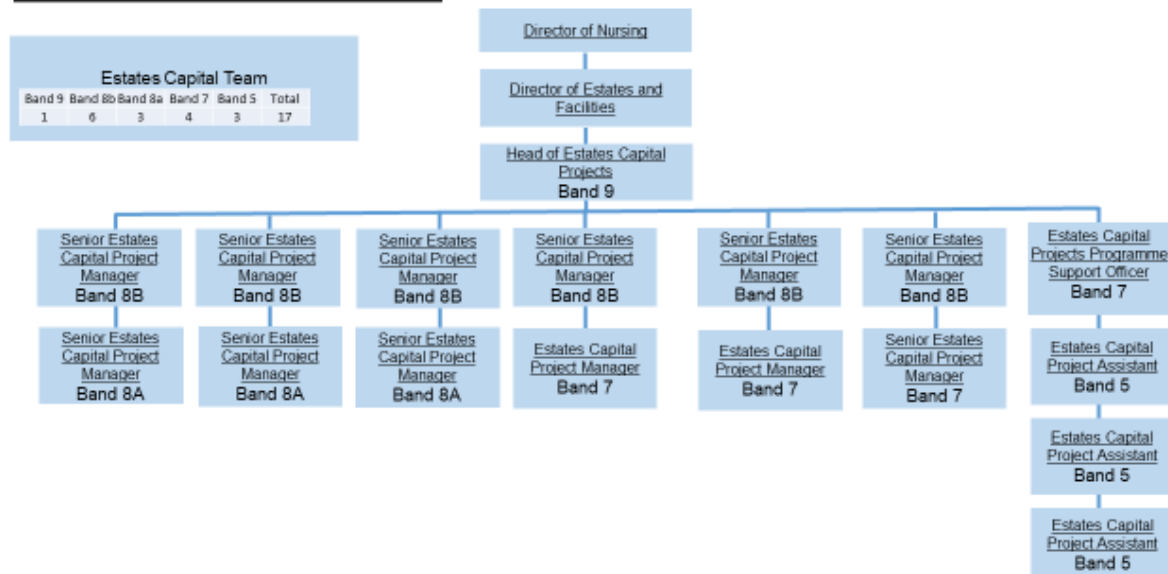
This role will directly support the Estates Directorate in the development of Capital Estates Works on all Sites including External funded schemes.

The Post Holder will be accountable for development and implementation of delegated objectives, tasks and duties within the Trust's Capital Programme and will be required to:

- (1) Reports directly to the Director of Estates and Facilities
- (2) Full line management responsibility for the Estates Capital Projects team on all trust sites
- (3) Work as a senior member of the wider Estates Management Team
- (4) Be the Professional expert in this field and be responsible for management of all aspects of the Trust Estates Capital Projects.
- (5) Be professionally accountable for the management of the Capital Project team in delivering Projects ranging from £5k to in excess of £20M, including supporting the business case writing, risk management, financial and progress reporting to Senior Management and forums.
- (6) Support close working with the other corporate functions, including engagement with clinical and operation leadership.
- (7) Act as delegated budget holder for Estates Capital Project works including the purchase of professional services, contractor works and physical assets as part of the Estates Capital works programme.

- (8) Provide senior project leadership and senior support including deputising for the Director of Estates and Facilities as required.
- (9) Responsible for establishing and implementing systems and procedures to ensure the safe and compliant hand over of Projects for Clinical, Staff, Patient and Public use.
- (10) Ensure that the quality & specification of Capital Projects comply with IPC, HTM, HBN Building, and Health and Safety regulations

Estates Capital Projects Team Structure



3. Key areas of responsibility

Manage the Estates Capital Projects Department, ensuring the provision of cost effective, customer oriented services throughout the Trust, over a range of Estate services, taking the lead for and being responsible for:

- Capital planning, budgeting, forecasting, management and reporting of budgets including externally funded budgets for Estates related projects;
- Responsible for all Estates Capital Projects HR matters;
- Capital programme management and development ;
- Control monitoring and delivery of all estates led Trust and Charity funded projects;
- Manage, Co-ordinate and support Imperial Charity works
- Administers minor works and scheme feasibility development budgets ;
- Business case and options appraisal development;
- Manages work allocation and space utilisation process in conjunction with the Head of Property;
- Supports Operational Back log Projects, Manages and reports on specific Trust Capital backlog programme projects
- Lead on building management information systems;
- Carries out post project evaluations
- Control monitoring and delivery of Medical Equipment Enabling works

Reach your potential in hospitals that make history

Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

- Co-ordinate and support the North West London Pathology (NWLP) works required on Trust Sites
- Responsible for delivery of Capital Projects to ensure that they meet compliance and provide a safe clinical environments for Patients, Staff & Public
- Ensure that the quality & specification of Capital Projects comply with IPC, HTM, HBN Building, and Health and Safety regulations

4. General Responsibilities

1. Communication

1.1 Communicate to individuals and large groups on a regular basis highly complex & technical construction information that will impact on Clinical Areas such as Ventilation, Air changes and IPC requirements which will include any strategic information, new policies, guidelines and regulations.

1.2 Communicate complicated and sometimes unwelcome information regarding clinical technical policy and service delivery issues with staff, suppliers and outside agencies many of whom may have very strongly opposing views.

1.3 Ensure that contract compliance and performance is communicated and reported monthly.

1.4 Provide specialist & technical Construction advice to Trust committees, working parties, project teams, and all activity streams involving Estates and Capital schemes

1.5 Represent the Trust with suppliers and all external bodies as necessary on any Estates construction related matters.

1.6 Represent the Trust at external audits, conferences, professional and regulatory meetings.

1.7 Report to the health and safety committee and Water Hygiene, Capital Expenditure Assurance Group (CEAG), Capital Steering Group (CSG), Decision Support Panels (DSP), and other management committees and or Board meetings on Estates Capital Programme as required.

1.8 Ensure customer feedback is proactively sought and results fed into the Quality Management System, (QMS) corrective and preventive process for future Capital Project works.

1.9 Ensure that customer complaints are documented, investigated and dealt with in line with QMS procedures

1.10 Work in a strong and effective corporate manner, working with key stakeholders including Trust Executive Directors

2. Analytical and Judgmental

2.1 Use specialist knowledge to assess, monitor, and report on the clinical, regulatory and financial impacts of Capital Projects.

2.2 Make commercial decisions / judgements involving diverse and highly complex facts or situations where expertise in a field is required taking into account legislation, health & safety and conflicting demands and commercial Risks

2.3 Maintain and regularly review commercial alternatives for supply chain & contractors for use on Capital works

2.4 Give expert advice to Senior Members of the Trust on Capital works within the Trust.

2.5 To undertake audits, benchmarking exercises, costings, detailed financial analysis and modelling which lead to option appraisal and consequent decision-making.

3. Planning & Organisation

3.1 Develop long-term strategies for procuring and managing Capital Projects to ensure that quality and performance standards are consistently achieved, cost effective and meet organisational objectives. Ensure projects are delivered successfully to budget, on time and to the appropriate standard.

3.2 Create, plan and organise a broad range of complex activities including but not limited to:

- 3.2.1 Trusts standard specification for building components and finishes.
- 3.2.2 Approved supplier's & Contractor list for capital project works
- 3.2.3 Emandate system for capital project database
- 3.2.4 Long term planning to ensure sustainability of services
- 3.2.5 Ensure end users are trained on the use of newly installed services for their schemes.
- 3.2.6 Ensure that all certificates and auditing documentation, as part of the Quality Management System, are always available and ensure that audit recommendations are actioned

3.3 Accountable for delivery of Capital Project works throughout the Trust sites to deliver business case objectives and compliance.

3.4 Ensure the project has a comprehensive project plan, setting out key milestones and that this is adapted and maintained

3.5 Ensure that agreed best practice standards, tools and techniques identified for use within the Project Management Office are in place and are utilised by the team engaged on Estates Capital works

3.6 Manage the allocation of space throughout the Trust, to both facilitate optimum space and support the Master Planning and Capital Programme decant strategy.

3.7 Manage the Trusts and Charity annual Capital programme and support the Trust Investment Committee and Capital Steering Group on capital allocation.

3.8 Oversee delivery of estates-led capital projects

3.9 Lead on strategic Estate planning Trust wide.

3.10 Delivery of clinical building standards and delivery of Master Planning initiatives for the Estate Strategy Group

3.11 Oversee development of capital project Outline and Full Business Cases.

Lead on the Trust's sustainability programme

3.12 Co-ordinate with and assist the Trust Fire Safety team in implementation of planned Fire safety & compliance works within the Trust.

4. Business cases

4.1 To support and work closely with the Divisional leads in the development and production of the Trust's business cases and input on Estates related cases where required, ensuring this is delivered in conjunction with senior clinicians, senior managers from the trust and engages key stakeholders and service users.

4.2 To write and deliver Capital Estates related Business Cases through the designated Trust governance forums

5. Internal/External Stakeholder Relationships

5.1 Prepare and present regular reports to the Trust Board, Executive and Trust management group on any related Estates topic, as required from time to time.

5.2 Cascade information on current market trends and legislation to team members, as necessary.

5.3 Conduct post-project evaluations to learn lessons for future projects

5.4 Liaise with Communications & Engagement Teams as required to support and ensure effective

5.5 Capital programme and project engagement and communication.

5.6 To appoint and manage external expertise where required to deliver the capital programme including legal advisors, financial advisors and technical expertise i.e. design team, programming expertise, cost advice, CDM advice, construction expertise to complete the Estates Capital programme

6. Performance and Financial Management

6.1 Keep abreast of all current market trends and legislation relating to Estate planning issues.

6.2 Manage and maintain the overall Trust capital programme, identifying issues for resolution

6.3 Ensure compliance with Trust SFIs through large contract tenders

6.4 Validate tender selection processes

6.5 Analyse overall capital programme for trends and issues

6.6 Recommend adjustments to the programme to Trust Board, Executive and Trust management group

6.7 Responsible for the design and performance of Departmental accounting and reporting systems including data bases and complex spreadsheets for use by Projects Team use.

6.8 Produce accurate and detailed financial monthly and yearly expenditure reports including cash flows for review, audit and reporting purposing

6.9 To collate, summarise and report on the Capital Projects Team performance on a monthly basis for various Trust Management committees.

6.10 To operate at a strategic level as a senior manager within the Trust.

6.11 Ensure that effective business justification is presented for allocation of any assigned or required budget funding or allocation in accordance with agreed the change management process.

- 6.12 To coordinate the work of internal finance and external cost management advisors to ensure that all budgetary elements are recorded and regularly reported.
- 6.13 Carry out & continually monitor and check financial audits and accreditation checks on External appointed suppliers on a regular basis.
- 6.14 Responsible for managing Capital budgets of in excess of £20M annually
- 6.15 Manage the relevant budgets and provide regular budget monitoring reports to Capital Finance team.
- 6.16 Expenditure Assurance Group (CEAG), Capital Steering Group (CSG) the Director of Estates and Facilities.
- 6.17 Assist in the allocation and distribution of Capital funding and the obtaining of further funding and assist in the preparation and submission of business cases.
- 6.18 Develop and maintain appropriate capital programme monitoring systems to ensure effective use of budgets.
- 6.19 Control allocation of capital budget codes
- 6.20 To support the Capital Finance team in developing Financial year capital plans for the Trust.
- 6.21 Ensure that the quality, risk management and integrated governance agenda is integral to everyday business of the whole organisation.

7. Responsibility for Human Resources & outsourced specialist providers

- 7.1 Accountable for all Capital Project Department's Human Resource issues including recruitment and selection, reward and retention strategies; staff discipline, performance, well-being and career development.
- 7.2 Participate in and cascade the Trust's one-to-one Performance Development Review (PDR) process to all line managers and relevant staff, monitoring the achievement of objectives, as necessary.
- 7.3 Ensure that personal training plans are developed with defining objectives and learning outcomes which will achieve department and Trust corporate goals
- 7.4 Provide visible leadership and support for Department and create a climate which encourages teamwork, maximises individual potential and stimulates innovation.
- 7.5 Ensure that Trust specialist providers have appropriate resources, expertise and trained personnel to provide a fully compliant service.
- 7.6 Take responsibility for the allocation of resources, skills and input within the Capital Project Team to meet the demands of the Capital Programme, including any external contributions from appointed consultants and other stakeholders;
- 7.7 To develop, implement and update operational policies for the Capital Project Department

8. Responsibility for Information Technology

- 8.1 Responsible for the management Trust's Emandate computer system for Capital Project works.
- 8.2 Responsible for ensuring that all Operational and Maintenance manuals related to Capital Project works are put onto the computerised Estates information systems
- 8.3 Use the Emandate System to deliver and report at Site Project & Estates meetings

9. Planning & Organisation

- 9.1 Maintain expert knowledge of current technological and best practice developments across relevant project / programme management field.

9.2 Manage the Estates Capital Project team, facilitating the most effective use of resource at all times.

9.3 Work flexibly and undertake other duties commensurate to the grade as required.

10. Policy, Protocol & Service Development

10.1 Contribute to the development of the Estates Business Plan, outlining, monitoring and reporting on targets in association with other Heads of Department to achieve the Trust's corporate goals.

10.2 Introduce innovative procurement procedures to improve value for money and/or speed of delivery (e.g. Procure 23)

10.3 Development of the Trust wide Estates Strategy

11. Other duties

11.1 Provide cover for colleagues as appropriate.

11.2 Assist in producing ad hoc reports and in project work.

11.3 Undertake any other duties commensurate with the grade, as requested.

11.4 To engage in Continual Professional Development courses relevant to this position.

11.5 Provide senior project leadership and senior support including deputising for the Director of Estates and Facilities when required for Capital and other finance and estates related meetings including sector wide meetings.

PERSON SPECIFICATION

Directorate/ Department - Corporate	Estates	
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Criteria Relevant to the Role	Essential	Desirable
Qualifications / Education	Qualified in one of the relevant technical fields. Member of recognised professional organisation. Chartered Engineer (C.Eng.), Surveyor (RICS), Chartered Builder (CIOB) or Architect (RIBA), Post Graduate qualification to at least Masters level, or equivalent experience at a senior level in Construction programme/project management. Financial Qualification and/or experience of managing substantial complex budgets.	Post graduate Management Qualification e.g. MBA, Advanced Excel skills
Criteria Relevant to the Role	Essential	Desirable
Experience	Experience of managing and developing large scale estates projects and planning in a specialised and demanding environment. Experience and knowledge of NHS procedures, systems, legislation and guidance Experience of delivering a programme of complex projects Experience of managing Capital Programmes. Experience of leading a Programme Management Office. Knowledge of property management (leases and similar arrangements)	

Criteria Relevant to the Role	Essential	Desirable
Skills/Knowledge/Abilities	Strategic thinker with excellent analytical skills. Delivery-focused to ensure completion of projects to approved time, scope and budget. A sound working knowledge of all aspects of hospital building and planning including the Capital Investment Manual. Ability to use programme management software. A working knowledge of legislation concerning public buildings. Team player with extensive experience of contributing effectively at corporate level. Experience of managing a large team of professional technical staff together with many more professional design consultants Highly numerate and experience of managing an organisational Capital Budget of circa £50 million An innovator, able to harness ideas of others to improve the overall operational environment. Commitment to life-long learning and self-development. Strong identity with the core values of the public service and the NHS.	PRINCE2 qualified or equivalent Capital project experience in mid-sized contracts circa £10 million.
Criteria Relevant to the Role	Essential	Desirable
COMMUNICATION SKILLS	Excellent interpersonal and communication skills to enable effective partnership working. Able to communicate professionally and effectively by way of formal presentations, board and executive committee reports, leading	

	meetings, one to one discussions and cover briefing, negotiating, problem solving in highly complex situations.	
PHYSICAL QUALITIES	Sufficient to fulfil the duties of the post with any reasonable adaptations.	

Key competencies: 1. Visioning – Identifying long-term goals and championing the implementation of different or alternative ideas. 2. Business Acumen – Understanding general business and financial concepts, understanding the Trust's business, and using both general and specific knowledge to be effective. Exploring innovative procurement techniques. Negotiating with external private sector bodies. 3. Leading performance and change through people - Articulating the vision with compelling clarity, keeping the focus on change and performance, and inspiring others to be positive in their support of service improvement. Developing skills and expanding knowledge in project management as well as day-to-day tools such as Excel. 4. Communication and Presentation skills- Explain strategy and organizational decisions, share decision-making with others, ensure staff and stakeholders share and contribute to team and organizational objectives; communicate successfully with a variety of styles and media. Engage with senior managers at contractors to negotiate commercial agreements or deal with disputes. 5. Valuing equality and diversity - Understanding, accepting and being sensitive to individual differences; recognising the positive contribution made to the organisation by a diverse staff group 6. Teamwork and collaboration – Effectively working and collaborating with others towards a common goal.	Interview / Assessment centre
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Additional information

1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

2. Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

3. Equal Opportunities

At Imperial College Healthcare NHS Trust, we are committed to ensuring that our staff feel able to bring their whole selves to work, and we recognise that our diversity gives us a unique perspective on the challenges facing us. A copy of our Equality Diversity and Inclusion Policy is available to view on our website. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

5. Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

6. Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

7. Work Visa/ Permits/Leave to Remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

8. Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

9. Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Flu vaccination – the Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust. Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

10. No Smoking

The Trust operates a smoke free policy.

11. Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.