



ESTATES SENIOR PROJECT TRANSFORMATION MANAGER

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Estates Senior Project Transformation Manager
Band	8b (pending AfC)
Directorate	Estates
Accountable to	Head of Estates *The role will also advise and assure the HTP Technical Lead
DBS Required?	No

JOB OVERVIEW

The post holder will be a motivated and ambitious Senior Estates Transformation Manager to lead and manage the successful handover of major construction related transformational projects including HTP. The post holder will need to have experience at a senior estate professional management level, with excellent site infrastructure and operational knowledge and experience of collaborating with multiple stakeholders to develop schemes, agree design specifications, and manage effective formal transition between project delivery and estates operations. Ensuring formal processes are well governed in a compliant, comprehensive and efficient manner. Professionally accountable for complex project transition, handover and the implementation of delegated schemes within the Trust's investment programme, the post holder will lead and manage multiple work streams and coordinate multiple stakeholders, with a focus on project delivery, design implementation, standardisation, site supervision, training, compliance and commissioning. Management of snr engineers to enable project delivery to a high level

MAIN DUTIES AND RESPONSIBILITIES

With direct report responsibilities, the post holder will motivate and lead with a positive can-do attitude. Lead regular programme updates and function as the principal site interface to ensure high professional standards are monitored and maintained.

Communicating and implementing operational estates handover information and coordinating operational familiarisation in the most efficient and effective manner.

Oversee the phased implementation of several highly technical, regulatory and complex engineering projects to ensure programme aims are met.

Responsible for the delivery and coordination of the HTP building ensuring HTM and HBN compliance (where relevant), standardisation of components of the new HTP building in line with Trust standard. Responsible also for high levels of engagement between Estates Operations, the wider HTP technical team, Integrated Health Projects (IHP) (the HTP Contractor), Capital Project teams, Clinical leads, and Service users, ensuring high standards of build quality and a seamless transition from construction into operation of the new building (including MICAD migration and PPM scheduling).

The post holder will be expected to review and assess all building commissioning arrangements ensuring all Authorised Engineer and Authorised Persons sign offs, demonstrating the value of effective commissioning to all leads across the multiple programmes, ensuring that objectives are delivered on time and within budget (where applicable). Preventing and mitigating commercial impacts on SaTH by applying pragmatic approaches to programme delivery. Risk and performance management will be a key to ensure delivery working within the NEC4 and HTP construction risk management

Other duties include-

- Responsible for developing and planning technically complex engineering works including pre-enabling works such as isolations and asbestos removal, programmes, and activities, where there is a requirement for analysing and comparing a wide range of strategic infrastructure options to ensure HTP outcomes.
- Proactively bring about positive change using the standardised practices and disciplines of programme /service delivery within an NHS built environment.
- Demonstrate flexibility and initiative when dealing with a wide range of programme critical engineering/building services, you will also provide team leadership and co-ordination to achieve a high standard of productivity and workmanship.

SERVICE DELIVERY AND IMPROVEMENT

- To be a member of the Estates & HTP senior operational management team, participating in the overall management of the Directorate's activities and the achievement of the corporate objectives of SaTH.
- To provide complex professional/technical advice on Estates services, policies and standards to the wider HTP technical team, Integrated Health Projects (IHP) (the HTP Contractor), Project leads, Heads of divisions, clinical colleagues/service units and senior managers, including the interpretation and application of policy legislation and guidance.
- To lead and implement an improvement process into estates services ready to accept changes and ensure the estates are fit for the future and are modernised to deliver excellence.
- To be accountable for delivery of high quality, timely and proactive patient facilities and services, to ensure the integrity of physical estate, building services and grounds across the Trust and those provided by Service Level Agreements and through third party contracts.

- To establish, maintain, monitor, and develop key performance indicators and set service levels and standards for hard facilities services, tailored to the requirements of the Trust service units.
- To use own judgement on a wide range of highly complex operational estates matters, ensuring the estate is managed in accordance with legislation and all relevant guidance.
- To demonstrate advanced physical skills and prepare/produce technical drawings and schematics using estates systems, and where necessary use appropriate surveying tools and equipment.
- To ensure all statutory and mandatory PPM maintenance is implemented and the appropriate certifications and site plan updates, systems and requirements of any future maintenance are in place, proving to be best in class.
- To conduct dynamic risk assessments and management system, ensuring high standards and systems of work including managing the cooperate risk register for such.
- To ensure effective emergency and out of hours Estates services are in place and manage their delivery.
- To be responsible for the operatives On-Call system management and implementation.
- The postholder will be required to participate in the On Call Rota.
- Effectively maintain and manage risks, implementing mitigation, escalating risks, and developing plans to address deficiencies.
- To provide a high standard of contract management (technical, operational, and financial) for in-house and outsourced services to ensure that key requirements and standards of quality in service delivery are met to determine contractual and specification compliance.
- Undertakes 'Authorised/Responsible Person' and/or 'Senior Operational Manager' duties, as defined in the Department of Health's Technical Memorandum (HTM) 00: Policies and principles of healthcare engineering for the full range of specialised building and engineering technologies used in the delivery of healthcare, and works closely with the relevant Authorising Engineer (AE) to ensure that actions arising from the annual AE audits are completed within the specified timescales and that the Trust remains compliant with the relevant Healthcare standards, such as the HTMs.
- Ensure sufficient Authorised Person / Competent Person capacity is in place and maintained for major construction related transformational projects along with any training requirements.

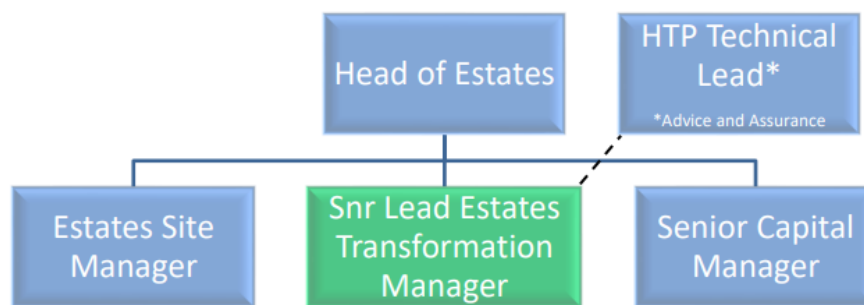
COMMUNICATION

- Develop and implement effective channels and systems of communication, including written and verbal, formal and informal, to ensure that Corporate and relevant Divisional information is disseminated in a timely and appropriate manner.
- Facilitates open communication and co-operation with other Trust colleagues and relevant external organisations, working collaboratively to provide a fit for purpose and safe healthcare environment.
- Produces, receives, and analyses complex technical data relating to the major construction related transformational projects, and uses the data to produce reports and communicate technical issues to non-technical colleagues at all levels.
- Consults with Specialist and Building/Engineering Contractors on technical issues to establish and implement appropriate solutions to major construction related transformational project related issues, and to resolve disputes arising from contractual obligations.
- Presents written and verbal reports at the Estates Governance meetings and attends and contributes to Trust Committees as the Estates Senior Project Transformation Manager representative, including forums where patients or their representatives are present, providing feedback on any issues raised and taking away any new concerns for further investigation and feedback.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENT

- Physical- Sitting, standing, walking/frequent light effort for several short periods. Ability and skill to use surveying tools and equipment in a safe and accurate manner.
- Mental- Required to concentrate intensely for frequent, prolonged periods. The work pattern is unpredictable with interruptions requiring immediate attention.
- Emotional -May be required to impart unwelcome news where performance targets have not been met or as part of a change process. Deals with staff welfare, performance, and disciplinary issues. The role requires the post holder to prioritise own workload, deal with the needs of others and an ability to be assertive with own and others time. The role may require occasional exposure to distressing and emotional circumstances.

ORGANISATIONAL CHART





PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Professional knowledge in an engineering/building services related discipline acquired through degree, HND or equivalent. Evidence of specialist technical knowledge gained through continuous professional development. Evidence of previous Health and Safety Training, such as IOSH Managing Safely. Specialist training, such as that required to hold the position of 'Authorised/Responsible' persons under the Department of Health's Technical Memorandum (HTM). 	<ul style="list-style-type: none"> Membership of an appropriate professional body (IMechE, MCIOSH, RICS, CIBSE, IET, IHEEM etc). NEBOSH National General Certificate in Occupational Health Safety or in Construction Safety or equivalent. Recognised Project management qualification. Construction industry recognised management qualification/training to Diploma level.

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Working at senior management level within an operational Estates environment. • Demonstrable experience of having managed project handover, operational budgets and commercial stakeholders. • Demonstrable experience in leading teams and budgets streams, • Experience of working in or managing multi-site operations. • Experience of team leadership and staff management. • Leading reactive and planned preventative maintenance scheduling. • Managing a significant workforce in disciplines ranging from electrical, mechanical engineering and trades staff. • Providing expert advice at senior level on engineering and construction matters, in accordance with national and local policies and standards. • Experience of completing business cases for Capital investment. • Experience of planning and delivery of complex maintenance programmes 	<ul style="list-style-type: none"> • Strong track record of managing schemes to time and budget. • Experience of developing joint and collaborative working with local health and commercial partners. • Experience with collaborative working with Staff Side Colleagues and Unions.

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Expert knowledge of current legislation and guidance for NHS properties, such as HBNs and HTMs • Significant knowledge in all engineering related matters to a level of subject matter expert. • Strong CAFM background and ability to ensure the robust migration of project information. • Good knowledge of industry standard M&E and building construction contracts, along with the ability to effectively manage contractual relationships with Contractors and Consultants. • Detailed knowledge and understanding of Health and Safety legislations and requirements of working within a built environment - CDM regulations and IPAC requirements. • Specialist technical knowledge including legislation relating to construction, development and property management of Healthcare Buildings. • Formal engineering management training • Sound financial acumen and highly developed commercial and contract negotiation skills. • Complex problem solving, decision making and analytical skills. • Good judgement and analytical skills and able to process facts, interpret and provide appropriate advice, often balancing conflicting demands. • A proven ability to come up with flexible and creative solutions to difficult problems. • Excellent collaborative working skills and able to work across Departments, with multiple stakeholders and within multidisciplinary teams. 	<ul style="list-style-type: none"> • Expert knowledge of current legislation and guidance for NHS properties, such as HBNs and HTMs • Expert commercial contract knowledge • Good working knowledge of Building Regulations/ British Standards • Knowledge and understand of public sector construction frameworks and EU procurement regulations. • Detailed understanding of requirements of HTMs and HBNs and all Professional Standards relating to Estates Operations. • Good understanding of Public Procurement Regulations

<ul style="list-style-type: none"> • Able to prioritise, schedule and monitor to completion, multiple projects often running in parallel, understanding key priorities, meeting deadlines and maintaining a consistent high-quality output, by allocating time effectively. • Effective oral and written skills in the presentation and interpretation of complex reporting and information to directors, senior managers and clinicians, including the effective chairing of meetings. • Ability to think strategically and develop practical plans to implement Estates strategies. • Ability to identify, plan and undertake research and development initiatives to inform strategic objectives. • Evidence of achievement in complex environment including effective management of change. • Understanding risk management and implementing quality management systems. • Role models our Trust values and behaviours every day. 	
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OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to travel across all sites. • Able to provide unsocial hours attendance, either in times of crisis or through participation on the management on-call rota. • Able to adapt to new and evolving working environments 	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE AND CYBER SECURITY

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability

to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

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.





The Royal Shrewsbury Hospital

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Minicom: 01743 261213

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The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital