

JOB DESCRIPTION

H. Moore

TITLE: DIRECTOR OF ESTATES MANAGEMENT

SALARY: SENIOR MANAGERS GRADE

ACCOUNTABLE TO : CHIEF EXECUTIVE

CORE PURPOSE

As a Director the person appointed will attend Trust Board meetings and professionally advise the Trust Board on all strategic issues relating to the efficient and effective use of Estate. The Director will be accountable for the delivery of all Estates Services to the Trust. A key element of the postholders role will be the overseeing of Altnagelvins Strategic Development Programme as Project Director. (Project Valued at [REDACTED] over a [REDACTED] year programme).

KEY ORGANISATIONAL RELATIONSHIPS

Directly accountable to the Trust Chief Executive for the discharge of his/her responsibilities including the efficient and effective discharge of the estate management and operational estates services function currently undertaken by the Trusts Estates Services Department.

PRINCIPAL RESPONSIBILITIES

- 1.0 To oversee the Strategic Development Programme for Altnagelvin Hospital on behalf of the Chief Executive and ensure that the requirements of Altnagelvin as client are foremost in all aspects of the project with particular responsibility to:-
 - 1.1 Act as a single point of contact in the client body with overall responsibility for ensuring the clients objectives are met in terms of cost, time and standards.
 - 1.2 In the case of major schemes seek the nomination of a Project Manager from Project Planning and Procurement (PPP) Division of the Health Estates Agency of the Department prior to the commencement of the Approval in Principle stage. Appointments of Project Managers to delegated scheme should be notified to PPP Division which wishes to maintain a central register of Project Managers.
 - 1.3 Interpret and clarify the client's requirements including the assessment and incorporation as appropriate of specific user requirements into the Scheme Brief.
 - 1.4 Arrange for the development by the Project team of a scheme brief based on the preferred option. The brief to include:-
 - (i) Budget Costs
 - (ii) Target dates for the start of on-site and contract completion of the project.
 - (iii) Procurement strategy.

outlined in section 1.4 above.

- 1.6 Confirm the funding of the scheme (revenue and capital) at all appropriate stages.
 - 1.7 Agree in writing to the Design Brief as produced by the Project Manager including any revision to cost or time targets.
 - 1.8 Determine and agree with the Project Manager a formal reporting system during the design and construction stages.
 - 1.9 Prepare high-level reports on the scheme for senior management in Area Boards and/or Department.
 - 1.10 Control any client request for change during the design and construction stages of the project.
 - 1.11 Approve in writing all programmes or proposed changes in programme when satisfied with the time targets being set. The Chief Executive's signature is required.
 - 1.12 Approve in writing the Project Manager's recommendations on the invitation and acceptance of tenders for the scheme.
 - 1.13 Appoint, brief and organise a Project Commissioning Team.
 - 1.14 Accept the scheme on behalf of the client at practical completion.
 - 1.15 Evaluate the scheme during the scheme development stages and when in operation.
 - 1.16 Liaise with hospital service providers and project team to determine the most effective project programming which permits optimum use of new and existing space throughout lifetime of the project and which minimises the disruption to service provision arising out of decant requirements.
 - 1.17 Ensure that arrangements are in place which reduce and minimise all the risks, for Altnagelvin Trust, associated with a major construction project.
- 2.0 To oversee the Minor Capital Works Programme with particular responsibility for the following activities:-
- 2.1 Consult with and interpret the requirements of various client groups in relation to the works programme to prepare the annual minor capital works programme in line with trust business planning requirements.
 - 2.2 Fully integrate the minor capital works programme with the major upgrade development project:
 - co-ordinate business and financial planning annually.
 - phase implementation to achieve critical path for interim or enabling works including decant arrangements.
 - 2.3 Direct the procurement of the Trust's Minor Capital Works which will be delivered via The Trust Estates Services Department either directly or via contracted in consultant services.
 - 2.4 Brief professional consultants, negotiate fees and monitor performance on behalf of the client.

- ... the above range of activities.
- 2.6 Comply with all Statutory Fire, Health and Safety and other legislative requirements.

3.0 Estate Management and Operational Services

The following services will be included in the postholders responsibility and will be exercised through the postholders professional and managerial accountability for the Trust's Estates Services Department. These responsibilities shall include the following:-

Estate Management Services

- (i) Professional advice in a full range of estate disciplines including business case support.
- (ii) Professional Risk Assessment and Management.
- (iii) Purchasing of services on behalf of the Trust.
- (iv) Loss Prevention i.e. fire prevention, precaution training and risk assessment.
- (v) Environmental Management including energy, clinical waste, water and effluent.
- (vi) Project procurement including in-house design and consultancy and project management of external consultants.
- (vii) Property Management services including estate planning and land transactions.
- (viii) Estate information services including minimum estate data set and mandatory reporting to Management Executive.
- (xi) Estate support to the strategic development project both professional and operational.

Estate Operational Services

- (i) Maintenance planning and programming including backlog and preventative maintenance.
- (ii) In-house direct labour management covering response, planned and emergency maintenance provision to the trust's estate.
- (iii) Operation of central plant and associated utility services and procurement of all fuel stock.
- (iv) Telecommunications technical support.
- (v) Maintenance of specialised medical and estates equipment, both by in-house technicians and external contract.
- (vi) Execution of minor works and adaptations.

The above services will be negotiated to achieve compliance with DHSS standards and commensurate with accepted risk to achieve compliance with DHSS standards.

The postholder will prepare annually, budget forecasts including prioritisation of options and consequences based on available resources.

The postholder will be responsible to monitor the delivery of services secured within negotiated SLA's and authorise payment. Periodic reports will be made to the Trust Board.

4.0 Membership Of the Trusts Hospital Executive and Hospital Management Team

The postholder shall as part of his/her duties participate within the Hospital Executive Team providing advice and support to the Team in the postholders areas of competence. In this respect the postholder will as a requirement of his/her post attend and participate in Trust Board Meetings providing advice on strategic development/estates issues.