

**JOB TITLE: Primary Care Integrated Hub Development Officer**

**Band: 7**

**JOB OVERVIEW:**

- Working with all regional partners on development schemes as part of the West Glamorgan Regional Partnership delivery agreement.
- Assist with the projected future development of the Primary Care joint community hubs working with regional partners.
- Assist with the development of business cases and funding applications for all regional partners for joint hub developments.
- Assist with the delivery of a range of schemes of varying schemes across the public sector estate including assisting General Practices with the delivery of improvement grant projects up to the delivery of Primary Care Centres and joint hubs with other public and third sector organisations.
- Develop and implement space management and utilisation policies and procedures; including the development of processes to manage the allocation of space across the Primary Care and Public Sector estate.
- Required to assist in formulating a range of programmes that support the operational and strategic planning process and delivery of initiatives in order to ensure service developments and projects are effectively co-ordinated, across the region as detailed in the West Glamorgan Regional Partnership delivery agreement.
- Assist in the development and implementation of long term premises management plans for Primary Care sites.
- Manage and deliver minor capital and revenue schemes and allocated work packages within major projects for all regional partners to help ensure defined outcomes and outputs are achieved

- Contribute towards the determination of priorities within the development of the West Glamorgan Regional Partnership Capital Programme
- Represent the regional partnership by communication with stakeholders as appropriate
- To be responsible working as part of the regional partnership, for ensuring the provision of a comprehensive and robust range of Capital planning, resource, and implementation services are available, ensuring compliance with Contract Procedure Rules, Financial Procedure Rules, Accounting Instructions and Spending Restrictions.

#### **Responsible to:**

<b>Reporting: Primary Care and Community Estates Manager</b>	<b>Accountable: Head of Primary Care</b>	<b>Professionally: Head of Primary Care</b>

## Main Duties & Responsibilities

### Estates Development

- Assist with the development of business cases and funding applications for Primary Care and Joint Hub developments
- Prepare capital funding bids to address key building priorities including joint community hubs.
- Effectively manage and deliver projects including tendering and appointment of contractors, taking responsibility for the temporary realignment of service provision while works are in progress.
- Draw up outline specifications for estate development projects; seeking tenders, including the submission of planning applications and compliance with building regulations.
- Act as the regional partnership team's representative at design team/contractor meetings and report back as necessary liaising with contractors, architects and design teams and primary care team representatives.
- Required to manage third party contractors to ensure minor work projects are delivered within timescales and on budget.
- Assist with the development and implementation of space management and utilisation policies and procedures; including the development of processes to manage the allocation of space.
- Assist with the production and delivery of space utilisation reports, plans, benchmarks, and strategic scenarios based on the Regional Partnership Team's planned and future needs of space with the strategic aim of minimising capital and revenue costs associated with owning and managing the property portfolio.
- Ensure appropriate co-location, functionality and adjacencies for regional services maximising appropriate use of available space.
- Develop and review schedules of accommodation, room data and other briefing information for all primary care and regional facilities.
- Undertake strategic accommodation reviews and specific service planning exercises.

- Ensure the effective delivery of schemes and works packages on time and within agreed budget through regular review meetings with technical teams and service teams across the Regional Partnership.
- To undertake general administration duties associated with the job

### **Management**

- Represent the Regional Partnership at meetings and events including with stakeholders, governing bodies, and community engagement sessions.
- Represent the Regional Partnership at strategic meetings with other agencies.
- Provide support to the Primary Care and Community Estates Manager, and the team as appropriate.
- Assist in the development and implementation of the Primary Care and Community Estates Strategy, including the development and submission of Strategic, Outline and Full Business Cases.
- Provide technical and specialist knowledge by providing detailed and practical knowledge of the relevant Welsh Assembly Government guidance, policies and procedures in respect of primary care and community estates developments.
- Liaise with the District Valuation Service, NWSSP-SES, NWSSP-PCS, GP practices, 3rd party developers and other statutory and non-statutory bodies where appropriate.
- The post holder will be expected to keep abreast with national and local developments concerning land and property matters, which might affect the duties of the post, including changes to Primary Care Regulations.

### **Communication**

- Represent the Regional Partnership at meetings and events including with stakeholders, governing bodies, and community engagement sessions.
- Represent the Regional Partnership at strategic meetings with other agencies.
- Provide support to the Primary Care and Community Estates Manager, and the team as appropriate.
- Required to provide technical and specialist knowledge of relevant statutory guidance, policy and procedures with

regards to primary care premises.

- Required to liaise and communicate with stakeholders, members of the public and patients to assist with the management of the Primary Care estate, which will involve communicating highly complex and highly contentious information where barriers to understanding exist.
- Support the Regional Partnership Team with regards to accommodation queries in order to facilitate appropriate accommodation for the delivery of services.
- Support Regional Partnership Managers with regards to accommodation queries in order to facilitate appropriate accommodation for the delivery of services.

### **Education and Training/Staff Management**

- Responsible for own personal and career development.

### **Information Resources**

- Regularly provide formal written reports and presentations using computer software to senior management and external agencies as required, which involves frequent concentration due to conflicting priorities and unpredictable work pattern.

### **Finance**

- Manage all costs associated with assigned small works related to moves and space redesign and to ensure tight financial control systems are in place reflecting Standing Financial Instructions are established for the delivery of projects.
- Use the associated Regional Partner's finance systems to: - request, raise, receipt, approve works orders including tender evaluations and recommendations.
- Act as contract administrator on all allocated minor work projects.
- Manage all budget costs associated with assigned projects and to ensure tight financial control systems are in place

reflecting the Regional Partner's Standing Financial Instructions are established for the projects, and delivery of schemes for which the post holder is responsible.

- Ensure that standardised approaches are in place in relation to the procurement of goods and services and that these adhere to the Regional Partner's policies and procedures

### **Effort Factors**

- The post holder will be regularly required to travel to attend meetings across the region.
- There will be a regular requirement to review existing and potential new sites.
- There will be frequent requirement for prolonged concentration when report writing and checking drawings of developments.
- There will be competing priorities with frequent interruptions.
- The post holder will be occasionally have to deal with distressing situations when dealing with contractor and site issues.
- The post holder will be exposed to occasional unpleasant working conditions when inspecting sites.

Essential Qualifications & Knowledge	Desirable (for use in shortlisting)	Essential Experience	Desirable (for use in shortlisting)
<p>Educated to Masters degree level or equivalent level of knowledge gained through experience Project Management Qualification (e.g. PRINCE2) or equivalent experience</p> <p>Evidence of continuing professional development</p> <p>Knowledge of Space &amp; accommodation planning</p> <p>Knowledge of Public Sector Partnership Working</p> <p>Evidence of the ability to coordinate and manage projects and activities within them to meet the desired objectives.</p> <p>Competent in the use of project management methodology and tools.</p> <p>Understanding of budget management, recharging mechanisms, life cycle costs and short term tenancy agreements</p> <p>Knowledge &amp; understanding of NHS Health Building Notes &amp; Health Technical Memoranda</p> <p>Knowledge of all Estates and property related issues including mechanical and electrical services, building structures, statutory compliance.</p>		<p>Experience in managing change successfully</p> <p>Experience in developing and implementing strategic plans</p> <p>Experience of understanding delivery milestones and implementing project plan actions/tasks</p> <p>Ability to cope with a demanding workload</p> <p>Good general understanding of the working of healthcare governance, performance management and performance improvement in the NHS</p> <p>Experience in project / programme planning and support.</p>	<p>Evidence of working within health and alongside other healthcare professionals at both operational and strategic levels</p> <p>Experience of working with the public/patients</p> <p>Experience of working successfully in a primary care setting</p>

Essential Aptitude and abilities	Desirable (for use in shortlisting)	Other Essential Criteria
<p><b>Adhere to and can demonstrate SBU Values &amp; Behaviours</b></p> <p>Ability to use verbal, written &amp; presentation skills to communicate information ranging from routine to complex, to colleagues and on behalf of project team</p> <p>Ability to present effectively, to a wide variety of audiences and manage conflict and confrontation</p> <p>Must have high level experience of developing and delivering improvement through effective partnership working</p> <p>Ability to lead by example and motivate teams - highly developed motivational, influencing and negotiating skills</p> <p>Ability to work with a pressurised and continuously changing environment</p> <p>Determined and resilient with a positive approach to handling conflict</p> <p>Competent in the use of MS Office applications</p> <p>Ability to multitask and manage a program of work, which requires adjustments to the project plan</p> <p>Track record of problem solving in a project management environment</p>	<p>Welsh Speaker (Level 1)</p>	<p>Highly effective interpersonal and communication skills</p> <p>Self-motivated &amp; enthusiastic professional</p> <p>Ability to travel</p> <p>Resilient</p>



<p>Ability to analyse and assimilate information in order to determine way forward options</p> <p>Track record of delivering high quality work in demanding timescales</p> <p>Ability to collect, analyse, interpret and manipulate complex data or issues</p>		
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