

Job Description

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| Job Title: | Capital Projects Officer |
| Band: | 6 |
| Base: | You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base. |
| Reports to: | Capital Compliance Manager |
| Accountable to: | Head of Capital |

Find out more about working with us:

<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

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| Job Summary | <p>Support the Capital projects team and other estates colleagues in ensuring the effective delivery of all aspects of the Capital programme from concept through to the commissioning and where required supervise contractors and technical staff on site.</p> <p>Ensure contract compliance for all construction contracts for capital projects.</p> <p>Be responsible for producing technical documents / reports / drawings / specifications in sufficient detail to enable information to be used in all areas of Capital projects.</p> <p>Undertake audits to ensure robust systems and competencies are in place and are managed appropriately by the contractors and Estates and facilities services.</p> <p>Effectively communicate with all levels of the organisation both internal and external on complex and sensitive data.</p> |
| Budget | <p>Manage the delegate budgets as set by the trust and to include but not limited to authorising payments to suppliers, contractors and professional services as required.</p> <p>Conduct invoice verification against Capital works.</p> <p>Have delegated authority to approve spend against Capital projects budgets.</p> <p>Responsible for monitoring budgetary spend against the multi million pound Capital projects programme</p> |
| Staff | <p>Responsibility for the supervision, including performance management, appraisal, training, sickness monitoring in accordance with Trust Policy, of externally appointed professional services and staff appointed to Capital projects.</p> |
| Policy | <p>Responsible for reviewing and proposing changes to Trust policies and operational procedures for any Estates and Facilities related systems.</p> <p>Responsible for the monitoring and auditing of third party contractors and professional service providers against policies and procedures.</p> |

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| <p>Communications</p> | <p>Support the capital project team and other Estates and Facilities staff in the production of briefs and technical specifications for the tendering of project works, to ensure Trusts policies and procedures, statutory requirements and NHS guidance are included.</p> <p>Expected to communicate at all levels of the organisation and share complex and sensitive data with both internal and external parties.</p> <p>Provide and receive complex information from multiple sources around the development, delivery and management of multifaceted projects, interpreting this information and reporting to the capital projects team and Estates and Facilities management team.</p> <p>Ensure the Capital projects team and the Estates and Facilities has a close and beneficial relationship with all departments and outsourced contractors to ensure that all relevant activities, processes and documentation is efficiently resourced, implemented, controlled and maintained.</p> <p>Attend meetings in support of Estates and Facilities and produce notes and actions from these as required.</p> |
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KEY WORKING RELATIONSHIPS

- Internal stakeholders
 - Compliance/Estates PMO Manager: Daily
 - Site Programme Manager / Project Managers: Daily
 - Head of Capital Projects: Daily
 - Clinical Management Groups (CMGs) and Trust Departments: Occasionally
 - Reconfiguration Programme Director: Occasionally
- External stakeholders
 - Cost Managers & Project Managers
 - Health & Safety Advisors
- Professional groups and bodies
- External agencies

KEY RESULT AREAS

- Act as a specialist in capital projects and be responsible for providing technical advice, guidance and support to both the capital projects team and internal and external organisations.
- Support the Capital Projects Team in delivery of the in-year capital programme and all aspects of project contract management from concept through to the commissioning
- Responsible for overseeing set up of projects being delivered by directly appointed contractors and professional services for the partner trusts
- Ensure performance via KPI monitoring being delivered by contractors
- Prepare building specifications, forward documentation to selected contractors required either for construction or internal approval. Produce work schemes using professional technical knowledge and practical experience in obtaining the correct user brief to meet the expectations of the Trust and end user. This work requires specialist knowledge, is complex, confidential and requires considerable concentration and has to meet agreed deadlines
- Responsible for any requirements for technical information to include but not limited to producing technical drawings / O&M manuals / Tender documentation / Project evaluation and management information, this will be developed using a wide range of specialist technical software packages to include for example AutoCAD, MiCAD & Common Data Environments, such as Asite

Service Delivery & Development

Undertake relevant research with other NHS organisations including Foundation Trusts to assist with learning and service development.

Continually review performance against KPIs, proactively addressing areas of concern.

Governance

Responsible for ensuring appropriate systems are in place to evidence ongoing compliance with local and national policies as required for Construction Standards and Health & Safety audits.

Person Specification

Post: Capital Projects Officer

Band: 6

| Criteria | Essential | Desirable | Stage Measured at A – application I – Interview T – Test |
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| Commitment to Trust Values and Behaviours | Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours | | Interview |
| Training & Qualifications | Degree/HND level qualification in a relevant discipline, or equivalent experience and knowledge | Working towards a degree level qualification | Application |
| Experience | <p>Estates and Projects experience at high level in a complex organisation part or all to be within a NHS organisation</p> <p>Previous experience of working on Capital projects within the NHS</p> <p>Extensive expert knowledge of statutory, mandatory and good practice documents within Capital Projects</p> | Previous experience of operating in similar role within or external to the NHS | Application/ Interview |

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| | Proven experience of production of policies and procedures and analysing and introducing impact assessments | | |
| Communication and relationship skills | <p>Well-developed oral, written and presentation skills</p> <p>Negotiating skills, particularly in relation to contractual matters, experience of managing external service providers</p> <p>Experience of negotiating and liaison with senior management to affect change at all levels within the organisation</p> | Experience of writing reports and action plans around complex projects | Interview |
| Analytical and Judgement skills | <p>Able to work and engage constructively with internal and external colleagues</p> <p>Able to act on own initiative, make judgements and action decisions</p> <p>Ability to analyse complex information and interpret data and situation to prioritise and implement effective solutions</p> | | Application/ Interview |
| Physical Skills | Physically able to carry out audits and inspections in physically demanding environments | | Application/ Interview |

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| Planning and organisation skills | <p>Ability to prioritise work streams and deliver quality work to tight deadlines</p> <p>Plan and introduce effective governance processes, procedures and roles to support all organisations</p> | Ability to use software applications to plan work streams and action plans | Interview |
| Equality, Diversity and Inclusion | <p>Able to demonstrate a commitment to and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.</p> <p>All staff are expected to engage in compassionate and inclusive leadership in the provision of high quality care and interactions with others</p> | | |
| Other requirements specific to the role | Car driver/ owner as it is anticipated that the use of public transport would not be appropriate for this role. | | Application |