

LANCASHIRE TEACHING HOSPITAL NHS TRUST WORKFORCE DIRECTORATE

JOB DESCRIPTION (Leadership Position)

JOB TITLE: Senior Engineering Manager

DIRECTORATE: Estates and Facilities

REPORTS TO: Assistant Director of Estates

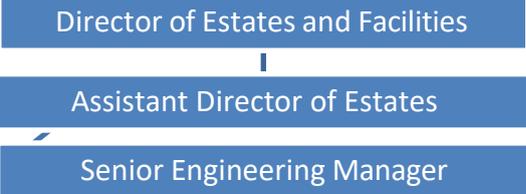
ACCOUNTABLE TO: Director of Estates & Facilities

KEY RELATIONSHIPS: Estates Management, Engineering teams, Building Services department, clinical and operational departmental managers.

HOURS: 37.5

LOCATION: Royal Preston Hospital, Will be required to work across LTHTR sites.

BAND: 8a



DBS (Criminal Record) Check Level required for role:

Please indicate the level of DBS Check required in this role	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
<input type="checkbox"/>					

KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
3	3	4	3	3	3

Role Summary

The primary role of this post is to lead the Engineering Services teams in ensuring that all Engineering building services and equipment provided by Lancashire Teaching Hospital are compliant with the statutory requirements and are maintained in a safe reliable condition.

In order to do this the post holder will be responsible for leading and managing the 50+ in-house engineering maintenance staff team based across two sites, managing over £1m in external service contracts and will be accountable for the budget and financial performance of both the Engineering and Energy revenue Budgets and any delegated Capital Schemes

The post holder will be responsible for promoting a Health and Safety culture within Estates and ensuring appropriate risk assessments are carried out by in-house staff and contractors.

Maintaining compliance is a key aspect of the role and as such the postholder will implement and operate the Computer Aided Facilities Management (CAFM) system to demonstrate compliance to both the Divisional and Trust Board.

Key Duties and Responsibilities:

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of our organisation.

Leadership Framework Profile for Role

Inspiring Others	Responsibility for the Team	Leading from the Front	Conscious Leadership	Delivering the Service
3	4	3	3	4

(Level of capability required: 0 – Not Required, 1 – Developing, 2 – Capable, 3 – Strong, 4 – Outstanding)

Leadership Behaviour Clusters Overview

INSPIRING OTHERS - Motivates staff by involving them in the planning process, utilising their strengths, providing support and delegating to empower others. Role modelling desired behaviours by showing passion, communicating the Trust vision with pride and behaving consistently with the Trust Values.

RESPONSIBILITY FOR THE TEAM - Provides direction, feedback and understands the challenges faced by the team. Willing to pitch in and work as part of the team when necessary. Tackles conflict proactively and constructively. Demonstrates honest and trust.

LEADING FROM THE FRONT - Able to take charge when necessary, overcoming challenges caused by conflicting priorities, lack of resources, difficult or demanding situations in the internal and external environment. Displays determination and resilience to raise performance levels. Learns from mistakes and develops creative and innovative solutions.

CONSCIOUS LEADERSHIP - Self-awareness of who they are, what they stand for, what others need from them and their impact on others. Considers different perspectives, follows up on promises and works in line with the Values. Reflects on performance using information to identify what needs to be done differently.

DELIVERING THE SERVICE - Focuses on quality and service provided. Continually tries to identify the most effective way of making the service responsive to meet changing demands. Articulates the vision with clarity, keeping focus on improving services and inspiring others to be positively involved. Manages short and long-term priorities, balancing the big picture with detail to ensure the highest standards are achieved.

Our Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.



Recognising Individuality

Appreciating differences, making staff and patients feel respected and valued.



Seeking to Involve

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.



Building Team Spirit

Working together as one team with shared goals doing what it takes to provide the best possible service.



Taking Personal Responsibility

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

ROLE DUTIES	MEASURABLE OUTCOMES					
<p>Overall Responsibility for Managing the Engineering Department – to ensure that all Engineering building services and equipment provided by LTH are compliant with statutory requirements and maintained in a safe and reliable condition.</p>	<ul style="list-style-type: none"> • Identify and evaluate areas for potential service improvement. • Develop and prepare various management reports on Engineering services, risk, performance as and when required.. • Lead audits as required. • Participate in review of standards and performance. • Responsible for producing and implementing departmental procedures as appropriate, contribute to trust Policies. 					

	<ul style="list-style-type: none"> • Regularly review the use of highly complex engineering systems to ensure that they continue to meet demand criteria and users expectation of the service, particularly where such services have a direct impact on clinical care or safety. • Respond to complaints and concerns from the public concerning services or equipment maintenance providing a response which is empathetic in relation to the issues involved. • Participate in and communicate with Trust committees including the provision of reports in relation to the Engineering department services. • Keep accurate and complete records of all activities and ensure written communication is consistent with legislation, policies and procedures. • Liaise with the Trust Medical Device Management Group in relation to the Engineering responsibilities for Medical Devices (patient hoists, RO plant) • Ensure own continual professional development is appropriately managed as per registration requirements, demands of the role, the evolving technological environment and managerial responsibilities • Investigate and prepare reports on complaints received from patients, visitors, staff and public regarding services provided by the Engineering Department. • Provide a source of expertise, information and training for equipment users at all levels. 					
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<p>Leadership and Management of the Engineering Services team – to provide supportive leadership to the team and promote a culture within the team to ensure an effectively resourced, motivated, supported and engaged team.</p>	<ul style="list-style-type: none"> • Manage the recruitment, appointment, induction, training and retention of staff, including chairing interview panels. • Facilitate and cascade information to the team e.g. Team Brief, meetings etc. providing a regular briefing in relation to performance, service developments and change management. • To hold monthly one to one meetings with direct reports, focusing on the achievement of actions, priorities, providing support and positive challenge. • Delegate work to team members as appropriate in line with their individual skills, development needs and aspirations. • Address issues and concerns that may inhibit staff from achieving both their personal and organisational goals. • Enable and encourage others to offer suggestions, ideas and views for improving services. • Ensure all team members have a meaningful annual appraisal and annual personal development plan to ensure delivery of personal, directorate and Trust objectives. • Ensure that Engineering staff are appropriately trained both for their general responsibilities and to maintain dedicated or specialist devices. • Contribute to the development of others enabling them to make realistic self-assessments and apply their knowledge and skills in practice. • Actively promote the workplace as a learning environment encouraging 					
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	<p>everyone to learn from each other and from external good practice.</p> <ul style="list-style-type: none"> • Ensure that Workforce policies and management standards are adhered to. • Deliver difficult and challenging conversations and management meetings, as required, to ensure management processes and standards are adhered to. 					
Managing the Trusts Energy and Sustainability.	<ul style="list-style-type: none"> • Manage and support Trust Energy Manager (band 7) • Ensure budgets remain on target and engineering services are managed and maintained to maximise efficiency and help reduce energy usage and carbon emissions • Prepare reports, efficiency schemes and business cases to help drive the Sustainability agenda from an estates perspective. 					
Work collaboratively with and provide expert professional advice to key stakeholders.	<ul style="list-style-type: none"> • Ensure Estates colleagues and the wider Trust are kept aware of changes to both Statutory and NHS applicable guidance via verbal communications, email updates or formal reports. • Communicate with people in a form and manner consistent with their level of understanding, culture, background and preferred ways of communicating. • Communicate as and when required with the Medicines and Healthcare Products Regulatory Agency (MHRA). 					
To promote a Health & Safety Culture within Estates	<ul style="list-style-type: none"> • Ensure compliance with HSE guidance and other Approved Codes of Practice. • Monitor, audit and document H&S 					

	<p>compliance.</p> <ul style="list-style-type: none"> • Ensure staff are appropriately trained and that training remains in date. • Participate in Trust H&S meetings and report on Engineering compliance levels. • Liaise with Safety Inspectors, Risk Managers and developing and maintaining positive working relationships with staff side H&S reps. 					
Responsibility for Financial Resources	<ul style="list-style-type: none"> • Accountability for the budget and financial performance of both Engineering and Energy revenue budgets and any delegated Capital Schemes. 					
Be a member of the Senior Management Team and support the delivery of Trusts backlog maintenance program from a technical and financial perspective.	<ul style="list-style-type: none"> • Assist the Head of Estates (Engineering) in the development and regular review of the Estates Strategy taking into account Trust service strategies and Trust wide service development plans • Develop Trust policies relating to the Management of key services and equipment. • Ensure close working relationships with all other leads within the Division and clinical locations to achieve a Patient focused service delivery model. • Deputise for the Head of Estates (Engineering) when required. 					

Occupational hazards or exposures relevant to this job (please tick)			
Physical			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	<input type="checkbox"/>
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input checked="" type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input checked="" type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input checked="" type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	<input checked="" type="checkbox"/>	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
Biological			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices
 - Criminal offences or miscarriages of justice
 - Failure to comply with any other legal obligation
 - Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust

- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- set an example and encourage openness and honesty (particularly in reporting incidents and near misses) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

**POST: Senior Engineering Manager
Band: 8A**

DIRECTORATE / DIVISION: Estates and Facilities

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<ul style="list-style-type: none"> • Degree in Electrical, Mechanical, and/or Charter Status or equivalent within a relevant Building Services or Engineering professional body. • Or Knowledge and experience equivalent to the above • Membership of appropriate Professional organisation • Evidence of continued professional development 	<ul style="list-style-type: none"> • Certificate in NHS Management • Authorised Person training/qualification in specialist engineering services. 	<ul style="list-style-type: none"> • Application form • Interview • Assessment
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in a similar role within an Estates or Facilities team. • Demonstrable experience of having managed teams, operational budgets and contracts. • Expert technical understanding of the range of highly specialist services and equipment. • Experience of successful negotiation and contract management. 	<ul style="list-style-type: none"> • Estates experience within an Acute NHS healthcare environment. • Experience of developing joint and collaborative working with local health and commercial partners. • Experience of public sector procurement and tendering procedures. • Knowledge of NHS procedures for the management of the estate and Health & Safety legislation. 	<ul style="list-style-type: none"> • Application form • Interview • Assessment

Skills & Abilities

- Command highly technical skills across the range of services both mechanical and electrical.
- Ability to present complex and/or sensitive information to a wide range of audiences, from senior management to ward, with differing levels of understanding, in a suitable format and with appropriate explanation
- Effective oral and written skills in the presentation and interpretation of complex information to directors, senior managers and clinicians, including the effective chairing of meetings.
- Highly developed analytical and problem-solving skills; capable of interpreting and evaluating complex, multi-faceted information; ability to summarise complex information; ability to make judgements and advise on the best course of action
- Sound financial acumen and developed commercial and contract negotiation skills.
- Excellent collaborative working skills and the ability to work across Departments, with multiple stakeholders and within multidisciplinary teams.
- Ability to manage own workload and work independently to manage multiple and conflicting deadlines.
- Strong leadership skills with the ability to influence and motivate both direct reports and colleagues from across the organisation.

- Interview
- Assessment
- Application Form

	<ul style="list-style-type: none"> Strong management skills, able to bring a team together to achieve objectives in a supportive manner. 		
Values & Behaviours	<ul style="list-style-type: none"> Ability to lead by example - high personal standards of conduct and behaviour. Flexible, enthusiastic and committed. Professional, credible and tactful. Caring and compassionate Aspirations to improve services 		<ul style="list-style-type: none"> Interview
Leadership Framework Behaviours	<p>INSPIRING OTHERS</p> <ul style="list-style-type: none"> Motivates a wide range of individuals, actively encourages and supports their colleagues to work to the best of their ability Encourages staff to take ownership for their own development. Demonstrates high levels of personal performance and conduct at all times, makes clear to staff that they are expected to do the same. Involves relevant colleagues in decision-making, listens but takes the final decision themselves. <p>RESPONSIBILITY FOR THE TEAM</p> <ul style="list-style-type: none"> Can alternate between working as part of the team and taking control. Clearly communicates key performance priorities and objectives to their teams eliminating ambiguity. Exhibits foresight to identify and defuse conflict before it occurs. Creates an environment where conflict is managed, resolved and a way forward is found. Encourages multi-way feedback environment, e.g. openly between team members; uses feedback as a motivational tool. <p>LEADING FROM THE FRONT</p> <ul style="list-style-type: none"> Is confident taking charge, and is able to effectively deal with and influence more challenging individuals. Shows optimism and resilience under the most stressful circumstances. Inspires others, keeps the positive message going even when others have ceased to believe. Is prepared to be held accountable for agreed goals. Sets targets for performance, providing staff with clarity of purpose and direction. 		<ul style="list-style-type: none"> Application form Interview

- Sees through conflicting or complex information to find a solution that tackles the problem at source. Requires staff to propose solutions when raising problems. Delivers solutions that have a positive and far reaching impact, influencing future direction of the Trust.

CONSCIOUS LEADERSHIP

- Uses talents to the full by participating in a variety of events to build strengths. Is dedicated to continuous learning and self-improvement, undertakes activities to enrich knowledge build new skills and hone existing skills.
- Acknowledges and respects others' diverse perspectives. Takes the time to get to know individual team members, willing to listen non-judgementally to others' opinions and contributions regardless of whether they agree to them.
- Recognises the impact their behaviour has on others and seeks to regulate behaviour to have a positive outcome.
- Is known to support and apply a high set of ethical and moral principles. Stays true to personal/Trust values regardless of internal and external pressures.

DELIVERING THE SERVICE

- Designs, implements and drives forward improvement initiatives, can measure the impact process improvements have at all levels (e.g. patient, team, department). Takes a proactive approach, bringing about improvements before being asked.
- Maintains an overview of team progress, taking steps to ensure that targets are attained and staff make the best use of their time. the progress being made and predicts potential failures, developing contingency plans in advance.
- Has a long term vision that sets out stretching goals, using them to motivate their team to improve service standards.
- Creates an environment where poor performance or conduct is tackled promptly and directly, empowering staff members to challenge poor performance in one another.