

# Job Description: Manager (Building & Fabric)

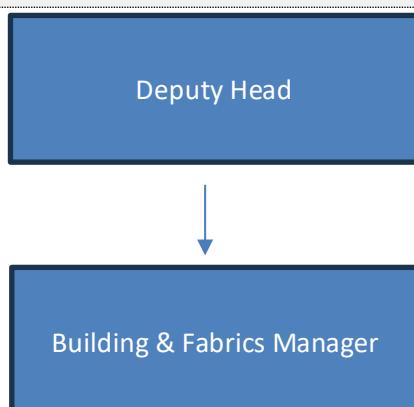
Function:	Hard FM Healthcare
Position:	<b>Manager – Building &amp; Fabric</b>
Job holder:	
Date (in job since):	
Additional reporting line to:	
Position location:	University Hospital of North Staffordshire PFI

## 1. Purpose of the Job – State concisely the aim of the job.

The Building and Fabric Manager is responsible for overseeing the maintenance, repair, and improvement of a building's structure and internal fabric (walls, floors, ceilings, doors, windows, etc.). Their role ensures the facility remains safe, functional, and compliant with regulations while managing costs and efficiency.

The role will be supporting the Senior management team in the safe operation and maintenance of all building & fabric within the hospital estate, establishing efficient and effective teams with high performance and compliance standards. Provides technical advice and support for the maintenance of buildings, fabric and utility services for the PFI estate. Supervisors/managers direct labor force and contractors

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



## 4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Exchange, interpret, analyse and calculate complex information and communicate to specialists and non-specialists
- Knowledge of the principles, concepts and standards associated with building and fabrics management
- Have specialist skills and experience within the Healthcare maintenance environment associated with the building and fabrics discipline.
- Create and continuously develop multiple BMES measurement tools and templates
- Collect all data and information necessary to analyse all aspects of the service in relation to estate management, taking into account legislation and future direction of legislation, health and safety, Trust and Sodexo policy. To use data and information in complex forms to bench mark, fault find, predict and analyse system failures.
- Management of Contractors on site including through E-permits and HTM permit controls.

## 5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- The day-to-day operational management of supervisors, maintenance craft and technical staff within your team.
- Ensuring compliance within your own discipline with regards to audits, record keeping and work order management processes.
- Planning and distribution of the workload on Maximo for the respective building craftsmen and technicians, ensuring that work is completed to schedule and the system updated accordingly.
- Assisting the wider team in preparation and delivery of the annual maintenance plan, annual maintenance plan and lifecycle plan.
- Assisting the Lifecycle and project manager with agreeing with the client the annual lifecycle plan and delivery of a cost-effective lifecycle replacement plan, ensuring that lifecycle replacement is agreed with the Trust Representative taking account of operational and clinical needs. Allocating staff as appropriate.
- Responsible for the maintenance of passive fire systems, including but not limited to, the maintenance of Fire doors, fire compartments and fire stopping remedials.
- Maintenance of fire suppression systems – dry and wet riser systems, fire extinguisher maintenance, hydrant mains, sprinkler systems and plant fire suppression
- Maintenance and periodic replacements of flooring, vinyl and carpets.
- Timber doors, frames and partition walls.
- Roller shutter and external steel doors.
- Overview of the window cleaning supervisor, team and schedule.
- Taking a leading role as AP for working at height and confined spaces. Ensuring compliance with HTM's/HBN's and British standards.
- Use of IT systems to include the CAFM and BMS systems to provide, monitor and report data within the Quality Assurance and other management reporting systems.
- Delivery of service specific on the job training for employees within the Hard FM function.
- Provide technical engineering advice and support for the maintenance of equipment, fabric and utility services for the PFI estate
- Ability to effect fault diagnosis on plant and equipment of a more complex nature.
- The day-to-day commercial management of the estate maintenance and operation. Management and operation of the Permit to Work system and Safe Systems at work.
- The management of a team who will ensure the safe operation of all plant and equipment on the hospital site in like with the Project Agreement.
- Provision of advice to the store man for fabric materials procurement.
- Management of workshop operation and activities for fabric craftsmen.
- Provision of guidance and advice to craftsmen in order to develop skills and improve effectiveness.
- Ability to affect a hands-on approach when required.
- Cooperating with the Helpdesk team and ensure the return of completed worksheets in a timely fashion.
- Ensuring a safe working environment and safe systems of work / risk assessments are followed and reviewed periodically.

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Communication & Relationships Skills
- Knowledge, Training & Experience
- Analytical & Judgemental Skills
- Planning & Organisational Skills
- Patient/ Client Care
- Financial and Physical Resources
- Policy/Service Development

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Proven substantial experience within fabric trade
- Confident capable engineer able to assess situations
- Self-motivated and able to adapt to changing priorities
- Skilled in the hands on repair of all plant and equipment, having the ability to fault find, read drawings, diagnose and repair using their technical knowledge on equipment.
- Able to demonstrate an aptitude for problem solving using a logical approach
- Confident and logical under pressure but must understand urgency and respond accordingly
- Prepared to work a standby rota
- Attend external and internal courses as required
- Good understanding of Health and Safety at Work regulations.
- Reporting writing skills.
- Must be computer literate preferably with knowledge of building management systems
- Must be able to demonstrate good verbal and written communication skills with good level of mathematical skills

Desirable:

- Experience in fabric maintenance
- Previous experience within a Health Service context
- Demonstrating maturity in working with multi-discipline trade groups
- Any specialist knowledge relevant to the health care environment.

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> <li>▪ Growth, Client &amp; Customer Satisfaction / Quality of Services provided</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leadership &amp; People Management</li> </ul>
<ul style="list-style-type: none"> <li>▪ Rigorous management of results</li> </ul>	<ul style="list-style-type: none"> <li>▪ Innovation and Change</li> </ul>
<ul style="list-style-type: none"> <li>▪ Brand Notoriety</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business Consulting</li> </ul>
<ul style="list-style-type: none"> <li>▪ Commercial Awareness</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Employee Engagement</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Learning &amp; Development</li> </ul>	

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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