

Job Description: Decon/Water Hygiene Manager

Function: Hard FM Healthcare
Position: Decontamination and Water Hygiene Manager
Job Holder:
Date (in job since):
Position location: Royal Stoke University Hospital & Haywood Hospital PFI

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

To be responsible for the day-to-day operational activities of Sodexo Healthcare, Hard FM Estates Department within the guidelines and objectives agreed with the Head of Estates Manager. Provide management and supervision of the estates engineers and specialist contract staff whilst carrying out maintenance activities and where appropriate, manage new work projects within the PFI's.

To ensure the provision of a legally compliant, cost effective, timely, and quality driven maintenance service to our client, and any organisation with which Sodexo have service level agreements with.

Monitor key performance indicators for the area of estates maintenance services within the PFI.

The post holder will monitor Sodexo objectives by supporting and delivering against estates policies and compliance with legislative and departmental requirements. This will include playing a key role in identifying opportunities for innovation and modernisation, to meet operational performance targets and Sodexo objectives.

Provide detailed professional and technical advice to staff and contractors on issues that are complex and non-routine.

Primarily responsible for the Decontamination and water hygiene services, operational equipment, electrical, mechanical and building infrastructure.

2. 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.

3. 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, practises that are to be adhered to.

- Exchange, interpret, analyse and calculate complex information and communicate to specialists and non-specialists.
- Have specialist skills and experience in the practice of energy management, conversation, leadership and alternative technologies.
- 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

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and safety, Trust and Sodexo policy. To use data and information in complex forms to benchmark, fault find, predict and analyse system failures.

- Develop long term strategic estates operations plans to implement organisational objectives for critical services.
- Create and continuously develop multiple BMES measurement tools and templates.
- Budget holder for operational estates service, responsible for maintenance of physical assets for PFI Estate.
- Carryout PDR staff assessments and identifying areas for improvement.
- Management of contractors including HTM permit control.

4. Main Assignments – Indicate the main activities / duties to be conducted in the job.

- To oversee the day to day running of the decontamination and Water hygiene tasks and teams.
- To be the Lead AP decontamination in fault diagnosis, repair and testing of medical devices to include and limited to – Sterilisers, Washer disinfectors, Endoscope re-processors and drying cabinets (maintaining compliance with HTM 01-01, HTM 01-06 & BS EN 16442).
- To be the lead RP for Water for the both the RSUH and Haywood PFI sites to ensure compliance in line with HTM 04-01 and L8 regulations.
- Organise and action required quarterly and annual audits for water hygiene and legionella prevention.
- Ensure water defects are closed out and an audit trail is made available.
- Review of daily/weekly/quarterly and yearly validation test results in line with current guidance documentation and AE recommendation for decontamination.
- To manage the planned maintenance of medical devices in line with manufacturers recommendations.
- Interpretation of water quality results (chemical and microbiological) and actioning accordingly in line with trust policy and the Water safety plan.
- Comparison and utilisation of technical documents as issued by the department of health.
- Interpretation of technical terminology used in the decontamination of medical equipment.
- Ensuring direct reports meet contractual response and rectification times. Producing required support documentation reports to meet contractual requirements.
- Assisting the Senior Management team with the preparation and delivery of the 5-year maintenance plan, annual maintenance plan and lifecycle plan.
- Assisting the Senior Management team 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.
- Providing support to the other discipline managers as and when required.
- Undertake Authorised Person / Competent Person responsibilities in relation to specified systems.
- Responsible for the training and authorising of Competent Persons.
- Ensuring services comply in accordance with the Project Agreement, legislative, statutory and HTM requirements.
- To represent Hard FM in applicable working groups for ensuring compliance with all relevant health and safety legislation and site-specific health, safety and welfare policies.
- Contributing to the commercial management of the operational element of the contract, including management of the Performance Monitoring systems and to ensure Contract and

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Commercial Compliance. Monitoring contractual response and rectification times to ensure compliance and avoidance of service failure and penalties.

- The cost effective delivery of a Planned Preventative Maintenance Service in line with the project agreement and schedules.
- The management of a reactive maintenance service during both normal operating hours and outside operating hours of the hospitals. The working requirements will involve the need to take part in a roster out of hours call out system.
- Day to day commercial management in line with contractual requirements and Sodexo operating procedures. Working with Senior Management agreeing, monitoring and reporting against budgets.
- Active member of the management team. Representing the contract commercially and technically at meetings and when required by the senior management team.
- Commercial and Quality management of the operational element of the contract, including management of the Performance Monitoring systems to ensure Contract and Commercial compliance.
- Maintain IIP standards in line with accreditation and preparation for reassessment.
- Maintain formal and informal communication with Trust managers related to services activities / working group. Develop good working relationships with clinical and non-clinical staff at all levels.
- 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.
- The management of a team who will ensure the safe operation of all plant and equipment on both hospitals in line with the Project Agreement.
- The day to day management of maintenance craft staff and a supervisor within the engineering team.
- Undertake employee appraisals / performance reviews including the identification of training and development needs within specified company timeframes.
- Delivery of service specific on the job training for employees within a working group.
- Provide technical engineering advice and support for the maintenance of equipment, fabric and utility services for both PFI estates & the haywood retained estate.
- Ability to effect fault diagnosis on plant and equipment of a more complex nature and apply a hands-on approach if required.
- Planning and distribution of the workload for the respective craftsmen and technicians, ensuring that work is completed to schedule and the system updated accordingly. Supervision of contracts engaged on repair / maintenance works on a routine day to day nature.
- Management and operation of the Permit to Work system and Safe Systems of Work.
- Ensuring a safe working environment and Safe Systems of Work are followed.

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

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

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

- Time Served Electrical apprenticeship
- HNC/HND in engineering
- Previous Decontamination & Water hygiene experience.
- Proven substantial multi-skilled maintenance experience within electrical & mechanical trades.
- Ability to interpret validation reports for medical devices.
- Currently employed in supervisory or management position.
- Wide ranging engineering experience at a supervisory level.
- Prepared to work a standby rota.
- Attend external and internal courses as required.
- Good understanding of Health and Safety at Work Regulations.
- Pressure Systems, COSHH, Water Fittings Regulations, Medical Gas.
- 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 a good level of mathematical skills.
- Confident capable engineer able to assess situations.
- Self-motivated and able to adapt to changing priorities.
- Able to demonstrate an aptitude for problem solving using a logical approach.
- Confident and logical under pressure but must understand urgency and respond accordingly.

Desirable:

- Experience in Electrical Engineering Maintenance.
- Previous experience within a Health Service context.
- Demonstrating maturity in working with multi-discipline trade groups.
- Previous water hygiene RP or deputy RP experience.
- Previous Decontamination AP experience.
- Any specialist knowledge relating to the healthcare environment

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

• Growth, Client and Customer Satisfaction / Quality of Life Services provided.	• Leadership and People Management.
• Rigorous management of results.	• Innovation and Change.
• Brand Notoriety.	• Business Consulting.
• Commercial Awareness.	• HR Service Delivery.
• Employee Engagement.	
• Learning and Development.	

8. Employee Approval – To be completed by employee.

Employee Name		Date	
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