

Job Description: Capital Projects Manager (Hard FM)



Function:	Hard FM (Estates) Healthcare
Position:	Capital Projects Manager - Hard FM Healthcare
Job holder:	New Role
Date (in job since):	N/A
Immediate manager (N+1 Job title and name):	Derren McCreadie – Head of Estates
Additional reporting line to:	PFI Consortium Partners
Position location:	Manchester University Foundation NHS Trust (Oxford Road)

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

A new and exciting role as the Sodexo Capital Projects Manager within the PFI Consortium Capital Variation and Lifecycle Planning Platform. You will be based within the Sodexo team which provides Asset & Facility Management Services within the PFI to Manchester University Foundation Trust. The role delivers the overall strategy requirements for the Capital Works Variations Program, Life Cycle delivery of Consortium Partners and Sodexo Plans and overall support for the consortium partners and trust. This role needs to have a good understanding of the state of the existing infrastructure and its capacity to absorb changes for the site at Manchester Hospitals at Oxford Road (ORC).

The job holder is expected to meet Sodexo's statutory and contractual obligations for all Projects tasks related to the specified framework and timelines associated within the Projects environment.

The job holder must ensure the provisions of Legal & Statutory Compliance (CDM, HTM's and HBN's, Care Quality Commission, British Standards and other UK Healthcare associated standards & codes), Health & Safety requirements in a cost effective, timely, & quality driven service method to our client is always provided, along with any organization with which Sodexo have contractual agreements with.

You will be expected to plan and deliver on the entire Cradle to Grave procedure of Asset Change Management, from design, build, test & commission, O&M handover and destruction of assets.

Provide detailed professional, engineering & technical guidance to staff and contractors on issues that are complex and non-routine.

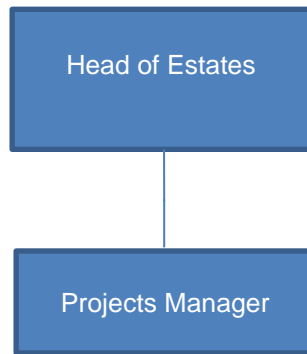
Key to the role is the application of Sodexo HR policies and procedures and the management of the workforce under remit.

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	Organic	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics

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.

- Management of Sodexo, client and customer expectations regarding Capital Projects activities.
- Provide the Sodexo Head of Estates with a weekly summary report, and Monthly Detailed Report of the Capital Projects performance and risks.
- Review, monitor and update variations and Life Schemes, utilizing the Albany SharePoint and Sodexo SharePoint systems.
- Provide regular project reports to the Trust and Consortium members of project specific information.
- Chair weekly meetings between Project Co and Sodexo and inform of the planned week and month ahead.
- Identify and manage the resolution of key project / process issues.
- Escalate issues as required, to deliver to timescales or where there is a potential risk to Project Co.
- Provide ad hoc support and assistance to the PMO, Trust and Consortium members in benchmarking performance data, technical expertise, and good references
- Enter and contribute to Lessons Learned exercises on any issues encountered through any of the process in place.
- Escalate any potential risk issues or impacts
- Liaise within internal members over any matter raised within the process from PPM's and recent upgrades or maintenance feedback.
- Develop the Cradle to Grave procedures enabling the smooth and successful transition from O&M Service Delivery to Construction Project, through Construction Handover back into O&M Service Delivery
- Assure all Derogations from NHS and HTM/HBN standards are recorded, and work with Sodexo and Consortium Commercial teams to assure contracts are amended to suit.
- Manage information flow between Trust and PFI consortium members
- Liaise with Authorized Persons and Authorizing Engineers in the design development of potential equipment installation/design and their effects on new and existing systems as per schedule 35
- Aid and liaise the RIBA Stages 0 to 4 reviews and highlight the risk and requirements with the stakeholders and design team.

- Provide where ever possible existing PPMs associated to assist in any design works.
- Provide commentary on any latent conditions of the any affected effect equipment which may be associated with any of the proposals which is not limited to the future, current or past concerns.
- Review, monitor and provide ongoing on commentary on permits to work and provide any necessary assistance for the application.
- Provide, liaise, and contribute to the digital strategy requirements for final design proposals i.e.
- BIM requirements/inputs, Cobie codes or any other associate formats agreed between all parties required to maintain a digital record of the site.

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

- Attend weekly/fortnightly progress meetings
- Review and monitor changes to Projects with feedback from AP's and AE and maintenance comments together PPM's.
- Attend Handover Meetings
- Input into the snagging / defects list
- Sign off Completion Certificate
- Ensure Operation & Maintenance manuals, Health & Safety files, including As Built information are provided at handover and Review handover information for quality and completeness
- Liaise with PFI consortium members to ensure that any changes instructed are captured in the handover information and any FM/LC implications are identified
- Review Handover process with the various parties to enable as smooth and complete hand back of projects
- Plan witnessing and commissioning schedules with the various parties and ensure attendees
- Liaise and assist in the asset register allocation and uploading of the BIM and as built information.
- Attend witnessing and arrange appropriate training of the AP's and other interested parties within Sodexo.
- Liaise, provide, and attend as necessary any AP's inspections during any construction phase which would be program dependant and as necessary for a smooth incorporation into the overall estate and the handover process.

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

Required;

- Qualified Engineer or Equivalent Certifications.
- CDM experienced, and NHS / PFI Large Acute Hospitals experienced.
- Track record of delivering Capital Projects at a mid to senior level.
- Excellent People Management skills
- COSHH, Infection Control and Health & Safety at Work Act experienced.
- HTM/HBN and British Standards conversant.
- Good overall understanding of Healthcare Engineering systems and operational profiles.
- Excellent Asset Management ISO 55001 understanding; can demonstrate Cradle to Grave track record.
- IT literate preferably with knowledge of building management systems and automated digital systems.
- Demonstrates excellent verbal and written communication skills with good level of mathematical skills.
- Self-motivated and Problem Solver at Change Management skills.
- Able to demonstrate an aptitude for problem solving using a logical approach.
- Conversant with PFI Complexities and Challenges.

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

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

9. Management Approval – To be completed by document owner

Version	Version 1	Date	October 2018
Document Owner	Mark Oldfield		

10. Employee Approval – To be completed by employee

Employee Name		Date	
---------------	--	------	--