

Job Description: Electrical Technical Manager

Function:	Hard FM Technical Services
Job:	Electrical Technical Manager
Position:	Management
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Deputy Estates Manager Core
Additional reporting line to:	
Position location:	Queens Hospital, Romford, Essex

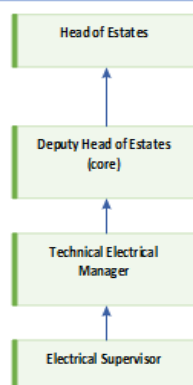
1. Purpose of the Job

Reporting directly to the Deputy Estates Manager (Core) the role of Electrical Technical Manager is key to the delivery of a consistent technical engineering service. The role is essential to delivering the clients expectations whilst maintaining building compliance. It is a role that requires a strong proactive can-do attitude and a high degree of initiative as well as strong leadership skills to manage the team of engineers. The Manager will be responsible for ensuring we provide a safe environment suitable for the patients, visitors and staff that use the building, maintaining compliance levels at all times. In addition, you will ensure that the Trust has an efficient, responsive, comprehensive, effective and high quality Estates Service. This will be achieved by adhering to and delivering the contractual and KPI requirements set out in the Project Agreement.

2. Dimensions –

Revenue FY20:	€tbc	EBIT growth:	tbc	Growth type:	n/a	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 –



4. Context and main issues

- Performance Standards
- Key Performance Indicators (KPI's)
- Building Compliance (HTM's)
- Management of sub-contractors and specialist services and the in-house management team
- Financial Budgets
- PFI Contractual restrictions

5. Main assignments

- Ensure Compliance with Sodexo Standard Requirements
- Build and engage a solid relationship with SPV (Special Purpose Vehicle) Management team to protect Sodexo's interests
- Establish key relationships with Contract Representatives from the NHS trust
- Engage with Sodexo operations and other central Sodexo support teams
- Attend relevant training courses required for the role.
- Work within the guidance of the Commercial and Procurement Teams to ensure that all works are undertaken by the most cost-effective manner using either self-delivery or Sodexo nominated suppliers
- Manage contracts effectively, including overseeing service partners and contractors.
- Responsible for ensuring that all statutory legislation HTM's, British Standards all code of practice and regulations are compiled within relation to maintenance, projects, TVE's and Small Works
- Maintain communication both formal and informal with Trust managers
- Manage service partners and suppliers in conjunction with Projects and client requirements
- Contacting suppliers/wholesalers assessing costs and delivery times in accordance with the Sodexo procurement procedures
- Liaise with, and reporting to the Client/Trust within the agreed reporting process
- Ensure where possible the cultivation of innovation and best practice
- Sound Knowledge of Health & Safety and general legislative matters and legislation
- To work in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment
- Authorise competent persons.
- Operation and implementation of the Permit to Work system
- Maintain IP standards in line with accreditation and preparation for reassessment
- Review ongoing performance using data and reports from the Facilities Management Monitoring/Quality Assurance system, initiate actions and improvement plans as necessary.
- Provide technical advice and support, liaising with electrical contractors on maintenance, capital projects, and upgrades
- To liaise with manufacturers regarding plant or equipment failures and to arrange the supply of goods and services under maintenance contract and/or direct contract.
- Carry Sodexo communication devices at all times to enable immediate response to emergencies.
- Requisitioning tools and equipment as necessary for the completion of works.
- Monitor health & safety of all personnel on site, performing activities on behalf of the Trust and Sodexo.
- To ensure that all incidents, including near misses, occurring within the department or by subcontractors working on behalf of Sodexo are reported in accordance with both Sodexo and Trust procedures, investigated and corrective action taken as necessary and/or reported to senior management and specialist advisers.

- Provide such flexibility as necessary to cover emergency works 24 hours a day, 7 days a week to work overtime to carry out emergency repairs as required.
- Observe all statutory and legal requirements, particularly in relation to Health & Safety at Work Act, Electricity at work, HTM and the IET Regulations.
- Use Sodexo's CAFM system for work processing and monitoring of estates Maintenance procedures.
- Have the ability to undertake fault finding, diagnostic and repairs on a wide range of designated plant, complex critical systems and equipment, using a cause effect analyses and detailed examination to gain a solution.
- Liaising with the Client, Helpdesk, Contractors, Clinical nursing staff and heads of departments regarding work requests, information & planning.
- Represent the Estates department professionally and foster positive relationships with all service users.
- Carry out risk assessments to ensure safe method of work
- Attend relevant Safety Groups and meetings
- Please note that this job assignment/description is not an exhaustive list of duties but merely a guide to the responsibilities of the post holder. The post holder may be required to undertake additional duties within the sphere of their competence

6. Accountabilities –

- Maintain and or improve stakeholder relationships
- Completion of all activities or tasks to contractual timescales
- Management and compliance with HTM's, and relative regulations
- Communication, Responsibility, Engagement and Clear Direction
- People Management - Electrical team
- Regular auditing
- Produce in depth technical reports
- To comply in the management of HTM06, The Healthcare Electrical Safety Code System as an appointed Authorised Person (LV), Authorised Person (HV). Comply in the management of HTM 08-02 as an appointed Authorised Person for Lifts
- Deputising for senior management
- To have in depth knowledge of Hospital building Services and provide subject matter expert knowledge not limited to but including LV & HV electrical distribution systems, Lifts, Critical electrical systems (including IPS & UPS), Building heating, cooling and air condition and associated systems, Building Management Systems

7. Person Specification –

Essential:

- Electrical City and Guilds Qualifications
- HNC/HND or equivalent
- Experience of working in an acute hospital environment

- Authorised Person qualifications – LV/HV/Lifts
- Sound Knowledge of all statutory and legal requirements, particularly in relation to Health & Safety at Work Act, Electricity at work, HTM and the IET Regulations
- Sound Building Management System Knowledge
- To have in depth knowledge and provide subject matter expert knowledge not limited to but including LV & HV electrical distribution systems, Lifts, Critical electrical systems (including IPS & UPS), Building Management Systems
- A customer/client facing attitude and excellent people management skills
- Experience in managing, coaching and influencing individuals and teams
- Excellent communication skills both written and verbal
- Clear DBS check and Occupational Health check
- Good communication skills with the mental agility to ‘think on feet’ and provide convincing practical solutions
- Intelligent approach of performance monitoring
- Proficient IT skills, including Excel, Word & Microsoft office

Desirable:

- Previous experience of PFI Hard FM Contracts
- CDM regulations experience or training
- Maximo knowledge

8. Competencies

- Growth, client and customer satisfaction, quality of service provided
- Brand notoriety
- Rigorous management of results
- Innovation of change
- Leadership and people performance management and communication
- Continued learning

9. Management Approval

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Document Owner	Sodexo Hard FM Queens Hospital		