

Job Description:
BMS & Energy Manager

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| Function: | Hard FM Technical Services |
| Job:  | BMS and Energy Manager |
| Position:  | Management |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Samuel Mellor – Deputy Head of Estates  |
| Additional reporting line to: |  |
| Position location: | Royal Stoke University Hospital (UHNM) and Haywood Hospital (MPFT).  |
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| 1. Purpose of the Job  |
| Reporting directly to the Deputy Head of Estates the role of BMS & Energy 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, always maintaining compliance levels. 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. As the role holder you will be the sustainability lead for Sodexo on site, ensuring new energy initiatives are progressed in line with targets set within the NHS, supporting their overall growth and development of more energy efficient solutions.  |
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| 2. Dimensions – |
| Revenue FY20: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  |  |

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| 3. Organisation chart –  |
|  Deputy Headof Estates BMS & Energy Manager |

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| **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
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| 5. Main assignments  |
| * Management of the BMS, overseeing the internal maintenance team to ensure completion of maintenance plan and schedules.
* Site lead for energy and sustainability, championing energy saving initiatives on site, through new innovative solutions and projects with regular good housekeeping checks carried out by the team and monitored by you.
* Site Lead for all group 3 equipment. Liaising with the Trust on matters associated with trust owned equipment maintained by Sodexo.
* Monitoring of variations in line with the energy target.
* Oversee the stores area and line manage the storeman on site, ensuring a secure, tidy and financially compliant stores area.
* To oversee and have in depth knowledge of but not limited to, Building Management Systems, LV systems Access control, Pneumatic Tube System, CCTV, Intruder alarm, Radio comms system, sustainability initiatives and energy monitoring, in line with the maintenance responsibilities for your discipline set out by the senior management team.
* Lead AP in one discipline and support AP in another.
* Management of external contractors working on the site.
* Ensure Compliance with Sodexo Standard Requirements and policies
* Build and engage a solid relationship with SPV (Special Purpose Vehicle) Management team.
* 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, lifecycle and Small Works
* Maintain communication both formal and informal with client/trust managers via email, meetings and telephone.
* Participate in an on call rota with the management team.
* 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 timelines.
* 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, both internally and external contractors.
* 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 contractors on maintenance, capital projects, and upgrades
* To liaise with manufacturers regarding plant/equipment or system 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 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 and tailor safe systems of work to ensure safe method of work is illustrated correctly.
* 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
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| 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 – BMS team, Storeman and Shift team – total x7 staff
* Regular auditing
* Produce in depth technical reports
* Supporting the senior management team as required.
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| 7. Person Specification –  |
| ***Essential:**** Electrical City and Guilds Qualifications
* HNC/HND or equivalent
* Experience of working in an acute hospital environment
* Authorised Person qualifications
* 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
* In depth Building Management System Knowledge.
* Advocate for sustainability and energy saving initiatives
* Understanding of Numerous systems found in a healthcare environment, such as but not limited to Access control, Pnuematic Tube systems, CCTV.
* 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
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| 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
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| 9. Management Approval  |
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| Document Owner | Sodexo Hard FM  |

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