

Junior Estates officer HVAC

Function:	Hard FM Healthcare
Position:	Deputy Estates Officer HVAC
Job holder:	New Role
Date (in job since):	
Immediate manager (N+1 Job title and name):	HVAC & BMS Manager & Estates Officer/HVAC Senior Authorised Person
Additional reporting line to:	Not Applicable
Position location:	Manchester University NHS Foundation Trust

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

To apply and comply with the requirements of the HTM 00 Suite of documents, specifically but not limited to HTM 03 Ventilation. The role is one of responsibility and accountability, planning and delivering on Maintenance Strategies and Capital & Lifecycle Projects design reviews as a site custodian Electrical Subject Matter Expert.

The role reports to the Sodexo HVAC & BMS Manager & the HVAC Senior Authorised Person within the Operations & Maintenance department and delivers O&M Requirements as well as Authorised Person services to the Sodexo Projects Department.

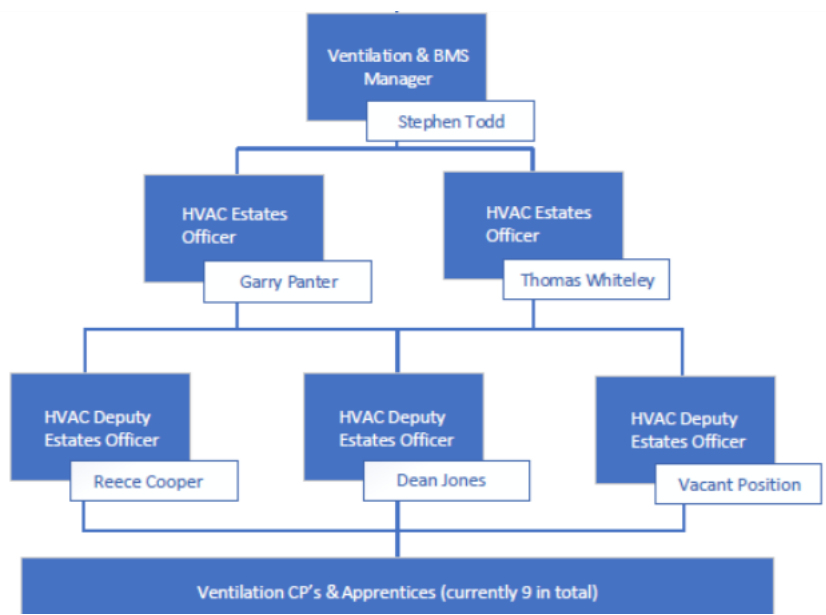
**2. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY17:	£tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
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Net income growth:	tbc		Outsourcing growth rate:	n/a	HR in Region	tbc
Cash conversion:	tbc					
Characteristics						

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**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.

- Large healthcare site environment – Maintenance, Lifecycle and Capital Projects Risks complying with HTM 06 Safe Systems of Works.
- Control of Substances Hazardous to Health (COSHH), Health & Safety at Work Act 1974 requirements and HTM 03-01

- 88 Critical AHU's, 140 Non Critical AHUS's, 2 Large BEMS systems, +100 Functional Area annual verification reports.
- Circa 200 Microbiological Safety cabinets & Fume Cupboards, 5 Clean Rooms, 150 other LEV systems that also require 6 & 12 monthly scheduling and overseeing of all associated works.
- Large operational team and support units training and development planning.
- Risk Registers upkeep with Mitigation and Control Measures applied and governed.
- Assurance of the Construction Design Management (CDM) delivery of the Capital and Lifecycle Projects environment.
- Measurement of large supply chain and sub-contractors, and assurance of HSE compliance of the Supply Chain.
- New Technologies integrating with the current designed infrastructure – Predictive Maintenance, Reliability Centred Maintenance and Engineering applications.
- Maintaining the Competent Persons register, people management of the Competent Persons.

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

Direction, Planning, Execution & Analysis.

- Reports to the HVAC & BMS Manager & the HVAC Estates Officer/Senior Authorised Person, delivering compliance with the Healthcare Technical Memorandums 00 Suite of Documents
- Deputize as and when required for & the HVAC Estates Officer/Senior Authorised Person

- Contributes to the production and delivery of a compliant and efficient Annual Schedule of Programmed Maintenance Plan (ASoPM).
- Assures the efficient Service Delivery and Compliance of the ASoPM
- Management and compliance delivery and reporting of Internal Competent Persons and HVAC Subcontractors competence and performance.
- Production and Delivery of technical reports to the HVAC & BMS Manager & the HVAC Estates Officer/ Senior Authorised Person in an efficient and timely manner.
- Contributes to the HVAC & BMS Risk Register, Risk Mitigations and Risk Controls.
- As and when required, attends as a Sodexo Stakeholder the Ventilation Safety Working Group and Planning Group meetings.
- Liaise and maintain good working relationships with managers and staff throughout Sodexo and the Trust Participate in the Estates out of hours "On Call" roster as required including the provision of cover for absent colleagues.

#### Operations

- Planned Safe Systems of Works Switching, Disconnection and Reconnection of the entire HVAC infrastructure.
- Organize and execute HVAC Isolations with Clinical Users, point of work assessments and issue of safety documentation on the HVAC assets in collaboration with the Clinical Users.
- Issuing HVAC & BMS safety documentation where necessary, including Standing Instructions, Permits to Work and Sanctions to Work.
- Liaise with the Sodexo Vent Authorizing Engineer to assure all compliance is delivered.
- Assures the HVAC & BMS infrastructure operates as designed and commissioned, and where not takes steps to assure the vulnerability of the system is controlled.
- Contributes to closing or mitigating actions from Safety Working Groups, Site Planning Groups.

- Responsible for the fact-based closure of the AE Annual Actions, and Sodexo Internal Audit actions.
- Scheduled checks and maintenance actions on the HVAC Infrastructure and Associated Components.
- Managing contract works where necessary and providing reports
- HVAC Testing and Commissioning activities - witness/reviewing/advising of the tests meet with the original validation or design characteristics.

#### Capital & Lifecycle Projects

- Sub-Contractors and Project Managers Estates inductions
- Safe systems of works procedures, inclusive of but not limited to;
  - Acceptance and review of project specific tasks.
  - Permit to work procedures
  - Assessment of sub-contractors capability statements.
  - Assessment of sub-contractors employee qualifications and certifications.
- Review of Technical Designs with advice on compliance, standards & codes, and potential risk to the Estates.
- Witnessing of Test, Commissioning and Validation of projects installations.
- Operational handover on successful practical completion, inclusive of Test & Commission acceptances), and migration of assets into the Sodexo CMMS and BIM Spatial Model.
- Work with Sodexo Asset Manager to migrate Asset and Maintenance information into the Sodexo BIM and CAFM systems.
- Assistance in performance measurement of the Trust's and Capital Projects Managers Sub Contractors.