

# Job Description: Mechanical Technical Manager



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

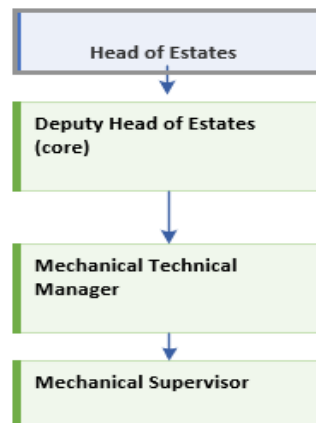
## 1. Purpose of the Job

Reporting directly to the Deputy Head of Estates (core) the role of Mechanical 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 including Energy management. 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

### Sodexo Standard Requirements

- Build and engage a solid relationship with SPV (Special Purpose Vehicle) Management team to ensure Sodexo's interests are protected
- Establish key relationships with Contract Representatives from the NHS trust
- Engage with Sodexo operations and other central Sodexo support teams
- Continually attend courses relative to the post or requirement of the Estates Manager
- Attend residential AP courses
- 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
- Contract management
- Build relationships with Service partners and attend regular planned meetings where appropriate and ensure full co-operation when required
- 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
- Assisting with the site management team such as managing contracts/contractors
- Liaise with all levels of the Sodexo structure
- Problem solving
- Liaise with, and reporting to the Client/Trust within the agreed reporting process
- Ensure where possible the cultivation of innovation and best practice
- Fully aware of relevant employment, Health & Safety and general legislative matters and legislation
- Part of On Call Team Rota
- Flexibility

## 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
- Mechanical team
- Regular auditing

## 7. Person Specification –

### **Essential:**

- A Mechanical City & Guilds Qualification or similar
- HNC/ONC or similar
- Strong HTM knowledge
- Thorough understanding of M&E systems including HVAC, MTHW, Medical Gas Systems, Ventilation Systems
- Sound knowledge of Legionella prevention and management in Hospitals
- F-Gas, Gas Safe knowledge or certification

- Current of previous AP qualifications - Water, Ventilation, Medical Gas or Pressure Systems
- Sound Knowledge of Health & Safety, IOSH certification
- Sound Building Management System Knowledge
- A customer/client facing attitude and excellent people management skills
- Experience in managing, coaching and influencing individuals and teams
- 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
- Decontamination knowledge
- Maximo knowledge
- NEBOSH General or higher

## 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

Version	V1	Date	April 2021
Document Owner	Sodexo Hard FM Queens Hospital		