

Job Description: (Lead Fire AP)

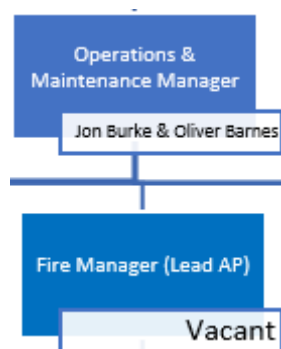
Function:	Estates Department
Job:	Lead Fire AP
Position:	
Immediate manager (N+1 Job title and name):	Operation Manager
Additional reporting line to:	N/A
Position location:	Central Manchester Hospitals

1. Purpose of the Job

To apply and comply with the requirements of the HTM 00 Suite documents, specifically but not limited to HTM 05 (Fire) HTM 06 (Electrical) and HTM 03-01 (Ventilation), The role is one of responsibility and accountability, assisting in planning and delivering on maintenance strategies and capital and lifecycle projects design reviews as a site custodian Fire Systems Subject Matter Expert.

The role reports directly to the Sodexo Operations and Maintenance Manager and delivers SME services to the Sodexo projects department.

2. Organization chart



3. Main assignments

MAIN DUTIES & RESPONSIBILITIES

Direction, Planning, Execution & Analysis.

- Reports to the O&M Manager delivering compliance with the Healthcare Technical Memorandum 00 suite of documents.
- Appointed as lead fire AP
- Contributes to the production and delivery of a compliant and efficient Annual Schedule of Programmed Maintenance Plan (ASoPM).
- Assist in assuring the efficient Service Delivery and Compliance of the ASoPM
- Assist in the management and compliance delivery and reporting of internal competent persons and electrical subcontractors' competence and performance.
- Support with the production and delivery of technical reports to the Head of Hard FM, O&M Manager in an efficient and timely manner.
- Contributes to the estates risk register, risk mitigations and risk controls.
- Attendance on the monthly and quarterly fire safety council meetings.

Operations

- Organise and execute Fire Cause and Effects testing and reporting through sub-contractors.
- Issuing fire safety documentation where necessary, including standing instructions, permits to work and sanctions to work.
- Assures the fire systems 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 fire safety working groups and site planning groups.
- Assures the performance standards of sub-contractors continuously delivers high quality and compliant services on time.

Capital & Lifecycle Projects

- Sub-Contractors and project managers estates inductions.
- Assist with 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-contractor's capability statements.
 - Assessment of sub-contractor's employee qualifications and certification.
- Assist review of technical designs and advice on compliance, standards & codes, and potential risk to the estates.
- Witnessing of test, commissioning, and validation of projects installations.
- Support with the operational handover on successful practical completion, inclusive of Test & Commission acceptance, 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 and capital projects managers sub-contractors.

4. Accountabilities – Give 3 to 5 key outputs of the position vis-à-vis the organization, they should focus on end results, not duties or activities.

- Communication & Relationship Skills.
- Knowledge, Training and Experience.
- Analytical & Judgmental Skills.
- Planning and Operational Skills

- Technical Reporting Skills
- Patient/Client Care
- Financial and physical resources
- Policy/Service Development

5. Person Specification – Indicate the skills, Knowledge, and experience that the job holder should require to conduct the role effectively.

- Previous role as an appointed healthcare authorised person.
- ONC/HNC or similar qualification in electrical engineering.
- Excellent working knowledge of safe systems of work related to Fire systems and general construction.
- Ability to identify problems, understand key issues and investigate alternatives.
- Experience with design and build projects is desirable.
- Knowledge of the Health and Safety at Work Act 1974.
- Knowledge and experience in completing risk assessments and safe systems of work.
- Knowledge of HTM 05 and Regulatory Reform Fire Safety Order.
- Self-motivated and confident.
- Good Communication skills
- A good decision maker who copes well under pressure.
- Computer aided facilities management (CAFM) and building information Model (BIM) Experience.
- Training will be provided for the successful applicant to ensure development within the role.

INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

Health and Safety

The post holder will follow Health and Safety procedures at all times. Be personally responsible for Health and Safety issues in respect to his/herself and their colleagues.

If the post holder identifies a potential hazard, he/she should report it to their manager/ supervisor at once or if in doubt they should ask their manager/supervisor for guidance.

The post holder will always use safety equipment provided and report any defects to their manager/supervisor. He/she shall attend Health and Safety training as directed, avoid any behaviour which discriminates against their fellow employees on the grounds of their sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic origin or disability.

Sodexo has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. Sodexo Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Sodexo Policy, including the reporting of potential hazards.

Safeguarding

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

Security

The post holder has a responsibility to ensure the preservation of NHS property and resources.

Confidentiality

The post holder is required to always maintain confidentiality, in all aspects of their work.

Team Briefing

Sodexo operates a system of Team Briefings and a toolbox talk, which is based on the principles that people, will be more committed to their work if they fully understand the reason behind what is happening in their organization and how it is performing.

No Smoking Policy

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

4. Management Approval – To be completed by document owner

Version		Date	
Document Owner			