

Job Description:

Operational Water RP

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| Function: | Hard FM (Estates) Healthcare |
| Job: | Water Quality Manager RP  |
| Position: | Estates Team |
| Job Holder: | TBC |
| Date (in job since): | Not Applicable |
| Immediate Manager: | Operations and Maintenance Manager working with Mechanical Manager |
| Additional reporting line to: | N/A |
| Position Location: | Manchester University NHS Foundation Trust - ORC |

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| 1. Purpose of the Job |
| * The Water Quality Manager RP will be accountable to the Operations and Maintenance Manager for the operation and maintenance of water and related plant, equipment and services within the full range of Trust properties. He / she will have specific responsibilities for plant equipment and services as detailed below. The Water Quality Manager will also need to work closely with the Mechanical Manager.
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| 2. Dimensions |
| Revenue FY18: | €tbc | EBIT growth: | tbc | Growth type: | NA | Outsourcing rate: | NA | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | NA | HR in Region  | tbc |
| Cash conversion: | tbc |

Draft. Version: 27-03-2014

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| 3. Organisation Chart |
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| 4. Main Assignments |
| * To implement systems to ensure estates operational compliance with national standardsincluding CQC, HTM’s & other standards as required.
* To be a ‘Responsible Person’ and‘Appointed Person’ in line with HTM’s. Lead on the directorate water safety requirements.
* Ensure all Estates related to ‘Authorised Persons’ and ‘Authorising Engineers’ are appropriately appointed and associated Audits acted on. Monitor remedial work requirements emanating from reports and actively ensure timely completion.
* Collate estates operational backlog schedules. Linking with the Facilities and Estates Governance and Assurance Team and Estates Operational Managers monitor compliance across all Estates Operations and expedite any requirements to fulfil.
* Undertake any necessary training to undertake duties.
* Monitor records to ensure all assessments and routine periodic inspections are undertaken.
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| 5. Accountabilities |
| Accountable lead for all facilities and estates water safety management requirements. Examples of this requirement include:* Linking with IPC ensure an up-to-date Water Safety Plan is in place and complied with in the directorate and wider trust via awareness and training delivery.
* Appointed Estates Responsible Person for Water in line with HTM 04.
* Ensure other required water safety-related appointments are in place – e.g. Capital Responsible Person.
* Ensure Competent Person requirements for water safety are robust.
* Overall Estates lead for Water Safety Groups and Chair accordingly.
* Attend Partner WSG’s to represent the Trusts interests.
* As a member, attend and provide all required performance reports to Strategic WSG’s.
* Audit, manage and maintain compliance with the Trusts Water Safety Plan.
* With the support of the Contracts Manager, update specifications and manage Water Safety Contracts.
* Monitor and update any in-house functions for water safety compliance.
* Create, manage and maintain mechanisms for requirements emanating from Water Risk Assessments to ensure timely actions.
* Ensure all water safety-related records are adequate and acted on Ø Ensure AE appointment is in place.
* Facilitate Authorising Engineer (AE) audits and create/deliver action plans emanating from such Head of Estates Operations Estates Manager (Engineering Specialist).
* Create, organise and deliver a specialist training programme for water compliance needs.
* Overall lead to ensure all water safety samples are monitored, recorded and results acted on in accordance with Water Safety Plans and Legislation.
* Provide specialist advice on water safety solutions and lead on Water Safety Group approvals where applicable.
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| 6. Person Specification |
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| * Specific training in Legionella (L8) and knowledge of HTM 04-01
* PFI & Healthcare Estates Experience.
* Knowledge of water distribution systems, installation requirements, design implications, drainage systems, microbiological contamination, infection control principles, aseptic techniques.
* Experience in a water DRP/RP role
* Experience in self-management.
* Excellent understanding of Health and Safety at Work regulations.
* Excellent reporting writing skills.
* Be flexible to meet the demands of a large PFI Acute Healthcare Estate
* Must be able to demonstrate good verbal and written communication skills with good level of mathematical skills.
* Self-motivated and able to adapt to changing priorities.
* Able to demonstrate an aptitude for problem solving using a logical approach.
* Confident and logical under pressure but must understand urgency and respond accordingly.
* Capable of managing difficult customer and stakeholder conversations in a complex PFI environment.
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| 7. Competencies |
| * Carrying out audits and monitoring
* Current National, Trust and Local policies and procedures
* Effective decision-making skills to secure desired outcomes.
* Facilitating training.
* Computer literate.
* Ability to work and deliver under pressure.
* Ability to provide expert advice on a range of related issues.
* Wide knowledge of legislative issues
* Must participate in Directorates on-call system.
 | * Excellent report writing skills.
* Standard keyboard skills.
* Highly developed communication skills whether written, verbal or electronic.
* Highly motivated and capable of motivating others.
* Good communication and interpersonal skills and ability to build relationships.
* Effective team leader/member.
* Capable of working autonomously.
* Adopt and promote the Trusts Values.
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| 8. Management Approval |
| Version | 2.0 | Date | 10.04.2025 |
| Document Owner | Jonathan Burke |

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| 9. Employee Approval – To be completed by employee |
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| Employee Name |  | Date |  |

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