

Job Description:   
Project Engineer

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| Function: | | | | Hard FM (Estates) Health & Care | | | | | | | | |
| Position: | | | | Project Engineer | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Head of Site Technical Projects | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | Wythenshawe Hospital | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * To effectively develop and coordinate the revenue programme to ensure all planned works are completed within the fiscal year & that the necessary completion documentation is provided to the Finance Controller to enable timely invoicing including all site attendance costs. * To raise Unplanned maintenance requests for any Lifecycle assets requiring unplanned repair or replacement to ensure all costs, including site attendances are recharged. * To assist the Service Operations team with the annual building condition report to inform & produce the annual lifecycle programme. * To co-ordinate all works comprehensively including interfaces with the site operations team for access, permits & isolations, customer liaison & on-going task supervision of sub-contractor’s staff. | | | | | | | | | | | | |
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| 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 FY19: |  | | 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 – 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. |
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| **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. |
| * To engage with all stakeholders ensuring all works are carried out safely with due regard to site permit to work procedures, HTM’s, HBN’s & statutory requirements. * To ensure all drawings and room data sheets are amended to reflect service variation works completed * To ensure only approved sub-contractors are used and that current inquiry & tender documentation is correctly utilized to ensure competitive quotations are sought & best value is obtained. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To co-ordinate the annual Project Co Lifecycle programme of works to ensure each asset line is effectively completed capturing all additional site attendance costs & that works are carried out safely with adequate supervision. * To provide relevant AP services in multiple disciplines depending on skillset (LV, Ventilation, Working at Height, Hot works) * To co-ordinate the annual Service Provider Lifecycle programme of works to ensure each asset line is effectively completed capturing all additional site attendance costs & that works are carried out safely with adequate supervision. * To respond to Trust Variation enquires & Small Works Requests within the contractual timescales ensuring that our offer is fair & reasonable and reflects the customer requirements & regulatory requirements for the stated clinical use. * To assist Service Operations staff with the preparation of the annual Lifecycle programme & building condition report, advising of any known asset condition issues to inform the funding cycle. * To work closely and cooperatively with the site Operations Team & Trust representatives to ensure that building & services projects are effectively managed, minimising any clinical disruption of services. * To act as a liaison between key stakeholders to ensure an efficient delivery of projects and development of estates. |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Compliance to Contract. No service deductions. * No H&S or Statutory breaches, * Deliver financial results in accordance with the annual lifecycle plans & contract budget. * Maintain accurate drawings & as fitted records technical library. |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Experience of designing and implementing complex M&E projects & building fabric works. * Experience of working within a Healthcare PFI environment. * Experience of working successfully with accrediting and regulatory bodies and implementing associated programmes. * Experience of schedules of rates & estimating. * Understanding of ISO9000 Quality Management Systems. * Results driven, highly literate & numerate with excellent knowledge Of IT applications. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided - **Y** | * Leadership & People Management -**Y** | | * Rigorous management of results -**Y** | * Innovation and Change -**Y** | | * Brand Notoriety -**Y** | * Business Consulting -**Y** | | * Commercial Awareness **-Y** | * HR Service Delivery | | * Employee Engagement -**Y** |  | | * Learning & Development -**Y** |  | |

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| 9. Management Approval – To be completed by document owner |
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