



## JOB DESCRIPTION

**NAME:**

**JOB TITLE:** Site Supervisor

**BAND:** Legacy Band A

**LOCATION:** Kings College PFI Hospital

**HOURS OF DUTY:** 40 Hours per week

**MANAGERIALLY  
ACCOUNTABLE TO:** Estates Manager

**PROFESSIONALLY  
ACCOUNTABLE TO:** Estates Manager

**KEY RELATIONSHIPS:** SPV, Engineering Managers, Engineering Supervisor,  
Trust Monitoring Staff,

## ROLE SUMMARY

- Responsible for the operational management of the building and engineering services for Sodexo FM in the PFI estate, including staff & sub-contractor management.
- Has responsibility for ensuring that engineering maintenance, including contract work, is carried out to appropriate standards and specifications in line with the Project Agreement.
- Provides expert specialist and professional building and engineering expertise to other estates staff, directors and senior management of the organisation including external agencies.
- Undertakes Authorised Person responsibilities in relation to specified systems.
- Supporting the day to day commercial management of the estate management and operation. Developing, implementing and managing energy policies for the estate. Management operation and implementation of the Permit to Work system and Safe Systems at work.
- Ensuring services comply in accordance with the Project Agreement, legislative, statutory and HTM requirements.
- The management of a team who will ensure the safe operation of all plant and equipment of the hospital site.
- Support Commercial Management of the operational element of the contract, including management of the Performance Monitoring systems and to ensure Contract and Commercial Compliance.
- The cost effective delivery of a Planned Preventative Maintenance Service.
- The management of a reactive maintenance service during normal operating hours of the hospital.

- The management of a reactive maintenance service outside operating hours of the hospital.
- To be on call or available for emergencies 24hrs/7days.
- Overall responsibility for the management of the Permit to Work System.
- To contribute to the implementation of an energy strategy, policies and initiatives.
- Ensure plant is maintained and operated to its optimum efficiency.
- Encourage and participate in departmental energy saving schemes and promote the understanding and importance of the economic use of energy.
- Provide technical and professional support to all staff, colleagues, Engineering Supervisors and to SPV and Trust officers in order to develop a “team” approach.
- Authorise competent persons.
- Key point of contact with the NHS Trust in relation to the provision of estates maintenance services.
- Undertake employee Appraisals/Performance Reviews including the identification of training and development needs within specified company timeframes.
- Manage via the established service desk system that all service requests are responded to within contractual obligations.
- Lifecycle, Small Works and Projects Management in conjunction with the Sodexo Representative and Sodexo Project Managers.

## **KEY AREAS**

### **Communication & Relationship Skills**

- To provide and receive highly complex data and information, to use negotiating skills in procurement and with all levels of staff from the Trust Board, external bodies, suppliers to individual staff members.
- To exchange, interpret, analyse and calculate complex information and communicate to specialists and non-specialists.
- Maintain formal and informal communications with SPV and Trust managers related to service activities through the Sodexo Representative.
- Exchanges maintenance, technical project-related information with specialists, non-specialists, including senior managers, directors; negotiates with contractors and supplies.

### **Knowledge, Training & Experience**

- To have and develop highly specialist knowledge and skills to degree level or equivalent in Engineering disciplines.
- To have specialist skills and experience in the practice of energy management, conversion, leadership and alternative technologies.
- Specialist knowledge underpinned by theory and practice: Professional knowledge acquired through degree or equivalent and specialist knowledge acquired through post-graduate courses and experience to maters equivalent level.

### **Analytical & Judgement Skills**

- To collect all data and information necessary to analyse all aspects of the service in relation to estate management, taking into account legislation and future direction of legislation, health and safety, Trust and Sodexo policy. To use data and information in complex forms to breach mark, fault find, predict and analyse systems failures.
- Operationally resolve staff performance problems and resolve staff shortages.
- Make judgements on compliance with health and safety requirements carrying our risk and COSHH assessments with the estates arena.
- Make sound judgements across wide range of issues taking into account legislation, H&S, conflicting demands, offering advice on Estates operational matters.

### **Planning & Organisational Skills**

- Prepare, plan, implement and modify maintenance and procurement programmes to ensure that 100% availability of service to the site. Organise all the appropriate resources to ensure the delivery of the programme as planned.
- Ensure that the provision of all appropriate human, technical, financial and training resources is properly planned organised.
- Develops long term strategic estates operations plans to implement organisational objective for critical services.

### **Physical Skills**

- Use of fine tools and equipment.

### **Responsibility For Patient/Client Care**

- Assist patients/clients during incidental contacts

### **Responsibility For Policy/Service Development**

- Responsible for contributing to policy development and implementation for the estates service in relation to the PFI
- Reviews policies for estates maintenance to ensure suitability and recommends amendments as appropriate.

### **Responsibility For Financial And Physical Resources**

- The post holder will have responsibility for a maintenance budget including authorising payments of invoices with delegated authorities.
- Maintaining stock control, equipment and uniforms.
- Authorise excess and overtime hours within delegated authorities

### **Responsibility For Human Resources**

- The post holder will provide training to estates and other staff in terms of system operation and facilities awareness and will authorise competent persons as appropriate, and manage contractors, consultants, specialists and others.
- Take responsibility for an efficient and effective maintenance service to the Hospital, this will include complying with Trust and Sodexo HR policies as appropriate.
- Manage & promote staff morale and well-being.

- Deliver appropriate training to staff, reviewing work performance and progress
- Line manager for estates operational staff
- Carryout PDR staff assessments and identifying areas for improvement

#### **Responsibility For Information Resources**

- The post holder will have responsibility for the management of information within the CAFM system including the collection and analysis of data and information in relation to the estates service and energy management.
- Regularly required to use computer software to develop or create reports, documents, drawing etc.

#### **Responsibility For Research And Development**

- The post holder will ensure that critical estates condition surveys are conducted highlighted areas of concern. Alternative technologies will be studied, researched and business cases presented to the SPV for their funding.
- The post holder will technically appraise plant and equipment for renewal and advise on current best available technique of practice.

#### **Freedom To Act**

- Broad Operational Polices- guided by building, H & S Regulations, responsible for estates operations

#### **Physical Effort**

- The post holder will be required to regularly work in plant areas therefore should be fit, able to climb ladders and access confined spaces.
- Sitting, standing, walking/frequently lift effort for several short periods.
- Light physical effort/working at heights, carrying equipment.

#### **Mental Effort**

- Frequent intense concentration, coping with interruptions, dealing with complex and lengthy calculations.
- The maintenance supervisor will carry paper and mobile phone to ensure that they are instantly contactable when on site.
- Concentration for paperwork, drawings; operational incidents.

#### **Emotional Effort**

- Will deal regularly with complaints both directly and indirectly from staff, patients and the public which can be difficult to deal with regarding environmental conditions for those staff, patients and public
- Occasional distressing or emotional circumstances.
- Deals with staff grievances, disciplinary issues.

#### **Working Conditions**

- Will be required to work often in unpleasant, noisy, hot, humid areas where necessary.

- Occasional unpleasant conditions/occasional highly unpleasant conditions
- Site visits, maintenance activities/sewage, pest infection.

### **Personal/professional Development**

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence.
- To participate in personal objective setting and review, including the creation of a personal development plan.

### **Health And Safety**

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with Sodexo and Trust in ensuring that statutory regulations, codes of practice, local policies and department health and safety rules are adhered to.

### **Confidentiality**

- To ensure that confidentiality is maintained at all times in conjunction with Sodexo and Trust Confidentiality Policy.

This job description is not intended to be an exhaustive list and may be subject to change from time to time.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_

Singed Manager \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_



## PERSON SPECIFICATION

### Site Supervisor

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION QUALIFICATION	ONC /HNC in relevant building services discipline	Degree or equivalent in relevant subject Management qualification (ILM, CMI, DMS, NVQ)	CV/Application form certificates
WORK EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience in building services and plant engineering</li> <li>• Experience in maintenance technical issues</li> <li>• Experience in water hygiene regulations</li> <li>• Awareness of CDM regulations</li> <li>• Proven experience of managing a maintenance team and achieving SLA's</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience with a Health Service context</li> <li>• CDM Professional Training</li> </ul>	CV/Application Form and Interview/references  CV/Application Form and Interview/references  CV/Application Form and Interview/references  CV/Application Form and Interview/references  Interview/Certificates
SPECIAL APTITUDES	<ul style="list-style-type: none"> <li>• Excellent communications both written and verbal</li> <li>• Numerate and computer literate</li> <li>• High level of interpersonal skills with the ability to deal with people at all levels and disciplines within the Trust and Sodexo</li> <li>• Self starter</li> <li>• Effective team player</li> <li>• Flexibility with the ability to work under pressure whilst looking for continual improvements to service delivery</li> <li>• Fully aware of H&amp;S and general legislative</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrating maturity in working with multi-discipline trade groups.</li> <li>• Good understanding of building management systems</li> <li>• H&amp;S certificate</li> </ul>	Interview  CV/Application form  Interview application form  Interview/ Certificates

	matters		
SKILLS	<ul style="list-style-type: none"> <li>• Qualified to authorise work on pressure systems</li> <li>• Qualified to authorise work on ventilation systems</li> <li>• Appreciation of RA techniques as applied to estates activity</li> <li>• Car driver</li> <li>• Good IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified to authorise work POL systems</li> <li>• Qualified to authorise the switching of LV equipment</li> </ul>	<p>CV/Application Form and Certificates</p> <p>CV/Application Form and Certificates</p>