

Job Description: Building Management System Manager



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

1. Purpose of the Job

Reporting directly to the Head of Estates is key to the delivery of a consistent technical engineering service. The role is essential to delivering the clients expectations whilst maintaining building compliance.

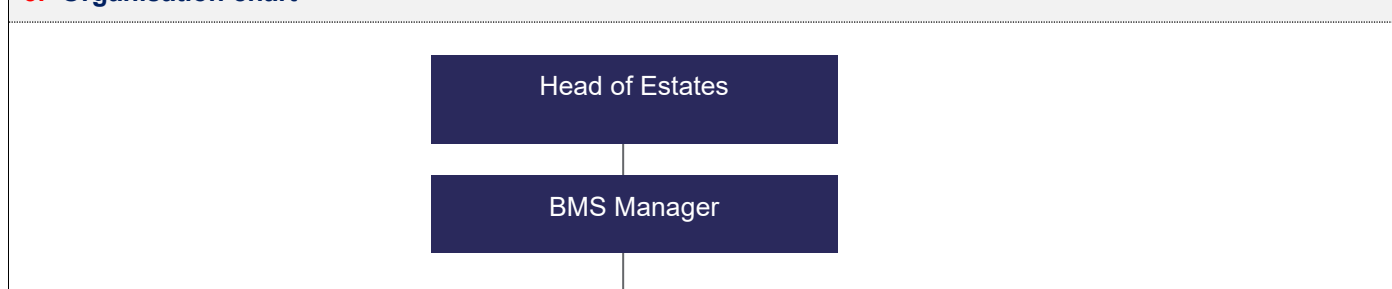
It is a role that requires a strong proactive can-do attitude and a high degree of initiative as well as. The Manager will be responsible for maintaining environmental stability, monitoring plant performance, supporting statutory compliance, and ensuring continuity of essential hospital services. To provide dedicated on-site expertise, improve operational resilience, reduce reliance on external contractors, enhance service delivery, and support the strategic objectives of the Hard FM Team.

In addition, you will ensure that the Trust has an efficient, responsive, comprehensive, effective and high-quality Estates Service. This will be achieved by adhering to and delivering the contractual and KPI requirements set out in the Project Agreement.

2. Dimensions –

Revenue FY:	€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)
- Monitoring, trending, alarm management
- PFI Contractual restrictions

5. Main assignments

Sodexo Standard Requirements

- Specialist Management and technical support for the hospital BMS infrastructure
- Programming and configuration
- System commission
- Maintenance and trouble shooting
- Energy Optimisation
- System Integration
- Documentation and Data Management – producing weekly, monthly, annual reports
- 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
- Contract management
- Build relationships with Service partners and attend regular planned meetings where appropriate and ensure full co-operation when required
- Maintain communication both formal and informal with Trust managers
- Liaise with all levels of the Sodexo structure
- 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
- Flexibility
- This job description is not an exhaustive list of duties but merely a guide to the responsibilities of the post holder. The post holder may be required to undertake additional duties within the sphere of their competence

6. Accountabilities –

- Full management of Building Management System maintaining environmental stability, monitoring plant performance, supporting statutory compliance, and ensuring continuity of essential hospital services.
- 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
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7. Person Specification –

Essential:

- Minimum 5 years' experience within BMS maintenance and controls environments
- Strong technical knowledge of HVAC systems, controls, electrical, and electronic engineering
- Experience with industry-standard BMS platforms such as: Metasys, Trend, Schneider
- Understanding of communication protocols including: BACnet, Modbus, LonWorks
Relevant technical qualifications such as: HNC/HND in Engineering, Electrical or Mechanical, City & Guilds qualification, BCIA certification or manufacturer-specific training
- Ability to interpret engineering schematics and provide technical guidance and training to operational teams
- Ability to work independently and under pressure
- A customer/client facing attitude and excellent people management skills
- 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

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	May 2026
Document Owner	Sodexo Hard FM Queens Hospital		