**Central Manchester Healthcare NHS Trust**

**Facilities Directorate**

**Job Description**

 **Post: Junior Estates Officer (HVAC)**

**Location: Operational Estates**

**Responsible To: Head of Estates**

**Reports To: Deputy Deputy Head of Estates**

**Job Summary**

The Junior Estates Officer (HVAC) will be accountable to the Ventilation & BMS Manager & The Estates Officer for the management of a multi-disciplinary maintenance department, so as to ensure all engineering maintenance including contract work is carried out to ensure high performance and compliance with recommended standards and legislation. Overall responsibility for complex engineering plant, equipment and services Operates and reviews planned maintenance programme, implements and maintains physical asset register. Oversees minor schemes and Capital works as required throughout the Hospitals NHS Trust facilities and other properties covered by the Service Level Agreement

We are a large healthcare site environment, so this role involves maintenance in accordance with HTM 03-01. We oversee all works for 88 critical AHU’s, 140 non critical AHUS’s, 2 Large BMS systems, review and agree follow on works from +100 functional area annual verification reports, circa 200 Microbiological Safety cabinets & Fume Cupboards, 5 Clean Rooms, 200 other LEV systems that also require 6 & 12 monthly scheduling and overseeing of all associated works.

**Principal Duties and Responsibilities**

Direct Management of the HVAC maintenance teams:

Provides technical information and support to the Capital Projects and other Estates personnel.

Develops a system of regular involvement and consultation with all members of the department.

To communicate regularly with Heads of Department, Nursing Officers and staff,

Works with the Estates officers and teams, exchanging technical information with non-technical staff negotiating with contractors and suppliers.

Manages contractors carrying out Estates maintenance, alterations or upgrade works to ensure all aspects of the work comply with the specification, terms & conditions, relevant regulations, Approved Code of Practice and Health & Safety requirements.

Liaise and maintain good working relationships with managers and staff at all levels throughout Sodexo and the Trust. Participate in the Estates out of hours "On Call" roster as required including the provision of cover for absent colleagues.

Monitors compliance with Engineering Safe Working Practices as required by Legislation, Regulations and Guidance Notes

Oversees the effectiveness of the Planned Preventative Maintenance System, ensuring it is updated, developed and reviewed taking into account Legislation and new development

Responsible for ensuring comprehensive records of all engineering plant, equipment and services are available to comply with Legislation and Regulations

Under the direction of the Head of estates act as the Authorised Person/ Responsible person for one or more of the following areas of responsibility to ensure all statutory obligations are complied with: - (listing not exhaustive)

* Medical gasses
* Lifts
* Water (legionella)
* Pressure Systems
* Fuel
* Confined Spaces
* HVAC

Assist in the management of maintenance contracts as required including the preparation of documentation, tenders, etc.

Continuously update his/her knowledge of technical, legislative and managerial developments relevant to estate management.

**CONFIDENTIALITY:**

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

**HEALTH AND SAFETY:**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust’s policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

**RISK MANAGEMENT:**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

**EQUAL OPPORTUNITIES:**

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

**CONFLICT OF INTEREST:**

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust’s Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

**USE OF INFORMATION TECHNOLOGY:**

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

**SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS:**

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

**INFECTION CONTROL:**

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

**SMOKING/VAPING:**

This Trust acknowledges it responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.

**Person Specification**

**Essential Skills / Attributes**

Qualified to a minimum of HNC level or equivalent in a relevant building discipline or relevant.

Have a minimum of 5 years experience in the maintenance of all mechanical elements of buildings.

Have a minimum of 2 years experience in the line management of staff .

Have a minimum of 2 years experience in the management of contracts and contractors.

Have a working knowledge of all Health & Safety legislation affecting their work. . Numerate with the ability to manage budgets.

Good written and verbal communication skills with the ability to write reports.

Computer literate with the ability to use Microsoft Office software and e-mail

Ability to plan and programme works to achieve best value.

Ability to manage, prioritise and plan own workload and deliver work within required time scales Decision making ability

Broad based knowledge of building engineering services

**Desirable Skills / Attributes**

* Excellent working knowledge of Safe Systems of Work related to HVAC & BMS systems and general construction
* Ability to identify problems, understand key issues and investigate alternatives
* Experience with Design and Build projects
* Knowledge of Health & Safety at Work Act 1974, and COSHH.
* Trained and competent at safe isolations and verifications of NHS Healthcare Critical Ventilation Systems.
* ONC/HNC or similar qualification in a Mechanical Engineering discipline.
* 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.