

# Job Description: Estates Officer (Electrical)

Function:	Hard FM Healthcare
Position:	<b>Estates Officer (Electrical)</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Electrical Operations Manager
Additional reporting line to:	
Position location:	Central Manchester University Hospitals

## 1. Purpose of the Job – State concisely the aim of the job.

- The operational estates officer will be accountable to the Electrical Operations Manager for the safe operation and maintenance of engineering plant, equipment and services within the full range of the commissioned properties. He/she will have specific responsibilities for the statutory compliance of plant, equipment and services as detailed in sections 4 & 5 below.
- Undertake duties of Authorised Persons including HV & LV electrical installations, medical gas & lifts.

## 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 FY13:	n/a	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
		EBIT margin:	n/a						
		Net income growth:	n/a			Outsourcing growth rate:	n/a	HR in Region	n/a
		Cash conversion:	n/a						
Characteristics									

## 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.

TBC

## 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.

- Manage the site wide fire alarm network and all associated fire systems ensuring that operation and maintenance complies with applicable standards and HTMs.
- Manage the site wide emergency generators and associated essential supply systems ensuring that operation and maintenance complies with applicable standards and HTMs
- Manage medical gases plant and systems site wide ensuring that operation and maintenance complies with applicable standards and HTMs
- Manage lift availability, maintenance and statutory inspections.
- Direct management of specialist subcontractors.

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- Contributing to the preparation and delivery of the 5 year maintenance plan, annual maintenance plan and lifecycle plan.
- Manage major shutdowns to infrastructure services liaising with affected departments operating permit to work systems as necessary
- Undertake investigations and surveys to provide technical reports together with option appraisals; formulate proposals, including the preparation of specifications and cost estimates for the development of and improvement of the estate in accordance with the Trust's tendering procedure and standing financial instructions.
- Manage external contractors on maintenance and project works
- Disseminate information regarding operation of services and work under his/her control to the operations managers.
- Liaise and maintain good working relationships with Directorate Managers and staff throughout the Trust, Project Co, Sodexo and consortium partners.
- Brief and manage external consultants providing specialist professional services.
- Ensure that all works under their control are undertaken with due regard for Health and Safety and are in accordance with legislation and codes of good practice.
- Ensure that statutory records, plant history and other estates information is complete and up to date
- Provide advice, guidance and assistance to external consultants and contractors engaged on site works.
- Participate in the estates out of hours "On Call" roster as required including provision of cover for absent colleagues
- Support both engineering and building colleagues and provide cover for them in their absence
- Liaise with the Trust and Project Co Fire Prevention, Security and Health and Safety Advisers to ensure compliance with agreed policies and procedures, minimizing risks to patients, visitors and staff.
- Liaise and work closely with the supervisory team for the direct labour force to ensure the effective use of resources
- Provide professional advice to members of the estates team.
- Continuously update his/her knowledge of technical, legislative and managerial developments relevant to estates and facilities management.
- Undertake Authorised Person / Competent Person responsibilities in relation to specified systems, minimum HV & LV electrical systems & medical gasses.
- Responsible for the training and authorising of Competent Persons
- Maintain formal and informal communication with Trust managers related to services activities/ working group. Develop good working relationships with clinical and non clinical staff at all levels
- Use of IT systems to include the CAFM and BMS systems to provide, monitor and report data within the Quality Assurance and other management reporting systems.
- Ensuring all works under their control are undertaken within the set SLAs thus minimizing the risk of performance deductions
- The above is not an exhaustive list and the post holder will be expected to undertake all activities that can be reasonably expected for the successful delivery of the PFI estates services within an acute hospital environment.

**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.

- Knowledge, Training & Experience
- Analytical & Judgemental Skills
- Planning & Organisational Skills
- Financial and Physical Resources
- Policy/Service Development

**7. Person Specification** – Indicate the skills, know ledge and experience that the job holder should require to conduct the role effectively

- Completion of C+G/Btec or equivalent in Electrical Engineering (Level 3 IVQ: 8030-22), recognised electrical apprenticeship, time served.
- Qualified to 17<sup>th</sup> Edition Electrical Regs
- Proven substantial experience within electrical trade
- Held previous appointed Authorised/Responsible Person roles
- Proven substantial experience within an acute hospital environment
- Currently employed in a management position
- Prepared to work a standby call-out rota
- Attend external and internal courses as required
- Sound understanding of Health and Safety at Work regulations.
- Demonstrable knowledge and experience of Medical Gas systems & statutory requirements
- Knowledge of pressure systems, COSHH, water fittings regulations, sterilisers etc.
- Investigation & reporting writing skills.
- Must be computer literate preferably with knowledge of building management and CAFM systems
- Must be able to demonstrate good verbal and written communication skills with good level of mathematical skills
- Confident capable engineer able to assess situations
- 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

Desirable:

- Higher qualifications or more extensive relevant experience
- Specific experience in mechanical engineering maintenance
- Wider experience within a Health Service/PFI context
- Specialist knowledge additional to engineering services relevant to the health care environment.

**8. Competencies** – Indicate w hich of the Sodexo core competencies and any professional competencies that the role requires

▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Employee Engagement
▪ Commercial Awareness	▪ Learning & Development

**9. Management Approval** – To be completed by document ow ner

Version	Version 1	Date	September 2016
Document Owner	IM		

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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