

# LANCASHIRE TEACHING HOSPITAL NHS TRUST WORKFORCE DIRECTORATE

## Engineering Manager (Operations)

**JOB TITLE:** Engineering Manager (Operations)

**DIRECTORATE:** Facilities and Services

**REPORTS TO:** Senior Engineering Manager

**ACCOUNTABLE TO:** Assistant Director Estates Operations

**KEY RELATIONSHIPS:** Estates and Facilities Senior team  
Operational Estates & Facilities Management Teams  
Estates Trades Staff  
Trust Departments

**DIRECT REPORTS:** Senior Engineering Manager

**HOURS:** 37.5

**LOCATION:** Based at Royal Preston Hospital, but expected to cover all Lancashire Teaching Hospital NHS Foundation Trust sites

**BAND:** 7

**NB:** The Post holder may be required to work in other departments across the Trust including across Trust sites

Assistant Director of Estates  
& Facilities



Senior Engineering Manager



Engineering manger  
(Operational)

### DBS (Criminal Record) Check Level required for role:

Please indicate the level of DBS Check required in this role	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
	Yes				

### **KSF Core Dimension Levels for Role**

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
4	3	3	3	3	1

### **Role Summary**

Lead manager for engineering operational services and technical matters as defined by the Senior Engineering Manager. Manages operational engineering services to ensure that the infrastructure meets the service needs of the Trust.

The Engineering Manager (Operations) is required to address complex engineering matters that may involve various options for consideration and discussion with a range of stakeholders. The Engineering Manager (Operations) is also responsible for the operational management, managing and leading a multi-disciplinary team, providing an effective and efficient maintenance service.

Responsible for expenditure within engineering operational budgets.

The principle duties are to support the Senior Engineering Manager in providing a cost effective timely maintenance service to the locality and those organisations that have service level contracts with the Trust.

### **Key Duties and Responsibilities:**

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff is expected to act in accordance with the values and behaviours of the Trust

## Leadership Framework Profile for Role

Inspiring Others	Responsibility for the Team	Leading from the Front	Conscious Leadership	Delivering the Service
3	4	3	3	4

(Level of capability required: 0 – Not Required, 1 – Developing, 2 – Capable, 3 – Strong, 4 – Outstanding)

### Leadership Behaviour Clusters Overview

**INSPIRING OTHERS** - Motivates staff by involving them in the planning process, utilising their strengths, providing support and delegating to empower others. Role modelling desired behaviours by showing passion, communicating the Trust vision with pride and behaving consistently with the Trust Values.

**RESPONSIBILITY FOR THE TEAM** - Provides direction, feedback and understands the challenges faced by the team. Willing to pitch in and work as part of the team when necessary. Tackles conflict proactively and constructively. Demonstrates honest and trust.

**LEADING FROM THE FRONT** - Able to take charge when necessary, overcoming challenges caused by conflicting priorities, lack of resources, difficult or demanding situations in the internal and external environment. Displays determination and resilience to raise performance levels. Learns from mistakes and develops creative and innovative solutions.

**CONSCIOUS LEADERSHIP** - Self-awareness of who they are, what they stand for, what others need from them and their impact on others. Considers different perspectives, follows up on promises and works in line with the Values. Reflects on performance using information to identify what needs to be done differently.

**DELIVERING THE SERVICE** - Focuses on quality and service provided. Continually tries to identify the most effective way of making the service responsive to meet changing demands. Articulates the vision with clarity, keeping focus on improving services and inspiring others to be positively involved. Manages short and long-term priorities, balancing the big picture with detail to ensure the highest standards are achieved.

## Our Values



### Being Caring and Compassionate

*Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.*



### Recognising Individuality

*Appreciating differences, making staff and patients feel respected and valued.*



### Seeking to Involve

*Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.*










### Building Team Spirit

*Working together as one team with shared goals doing what it takes to provide the best possible service.*





















### Taking Personal Responsibility






*Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.*

ROLE DUTIES	MEASURABLE OUTCOMES					
<p>Management of the operational engineering department that provides essential Electrical/mechanical services, maintenance and technical support to a range of highly complex buildings, services and equipment that is the Trust's estate. Ensuring that all work undertaken is compliant with relevant legislation and guidance including NHS HTM's, HBN's, British Standards, Building Regulations, etc</p> <p>Manage, implement and maintain an effective Asset Register.</p>	<ul style="list-style-type: none"> <li>Is aware and actively reviews legislative guidance to ensure most up-to-date standards are adhered to</li> <li>Keeps up-to-date with changes in Trust policy &amp; procedure</li> <li>Ensure effective and efficient record keeping and filing systems to ensure that information is accessible in timely manner</li> <li>Asset Register is updated on a regular basis, potential issues are escalated to a senior manager in a timely and appropriate manner</li> </ul>					

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Carry out Condition Surveys of buildings and building services within the Trust and those organisations having SLC's with the Trust, as required by the Assistant Director Estates Operations and produce reports and strategies for resolving identified problems	<ul style="list-style-type: none"> <li>Presents reports in a professional format, using a mixture of IT software packages and Trust reporting systems as appropriate</li> </ul>					
<p>Manage specialist engineering systems including acting as Authorised Person, for various specialist services as required by Department of Health Guidance, i.e. HTM's Med Gas/Electrical LV/Water(Legionella)/Ventilation</p> <p>Arranging service interruptions, in connection with clinical and non-clinical staff within the Trust, ensuring all contingencies have been identified and covered, supported by Risk Assessments, Method Statements appropriate Permit to Work Systems and current Health &amp; Safety Legislation</p> <p>Prepare reports as required for the Trust Board, senior managers and ERIC returns</p>	<p>Ensure all service records and permits are stored appropriately to ensure compliance with regulations, and identified issues are rectified</p> <p>Post holder can demonstrate the ability to communicate with key internal and external stakeholders clinical/non clinical.</p>					
<p>Manage the provision of contingency plans to meet emergency situations for engineering services, ensuring emergency plans as implemented are appropriate.</p> <p>Participate within estates on call system. To attend site as required working or providing supervision outside of normal working hours</p>	Regularly review Estates Emergency plans and discuss with Engineering team					
<p>Manage the design of new work, upgrades and modifications, utilising the Trust's Tender or Competitive Quotation procedures. This includes arranging pre-contract meetings and applying budgetary control and producing tender documentation;</p> <p>Responsible for project management of schemes generated from within the Maintenance Department and at the request of the Director of Facilities and Services</p>	<p>Prepares specifications and details procedures relating to tender documents for contracts</p> <p>Works within the Trust's standard financial instructions to ensure payment to contractors / suppliers</p>					
<p>Responsible for raising orders, ensuring that resources and materials are readily available for effective and efficient management of engineering services.</p> <p>Review available resources and incorporate changes made in line with value for money and audit recommendations.</p>	Effectively manages budgets					

<p>Budget holder for the department. Covers both pay and non-pay budgets for all operational engineering services. Ensuring compliance with Trust Standing Orders and Standing Financial Instructions</p> <p>Obtain quotations/tenders involving selection of suppliers to enable production of purchase requisitions. Verify invoices, interim payments and final accounts for payment.</p>	<p>Departmental budget remains in balance, post holder able to demonstrate that they only recruit in line with establishment control principles. Potential overspends are escalated to manager in a timely and appropriate manner.</p> <p>selection of suppliers is are undertaken in line with Trust policies and procedures</p>					
<p>Develop, maintain and review all planned preventative maintenance programmes on plant and equipment</p> <p>Assist in the implementation and maintenance of an effective asset register/equipment database</p> <p>Participate in the implementation and maintenance of an effective job recording and time accountability system</p> <p>Ensure that an efficient and effective directly employed labour management system is in place and provide comparison with contract labour</p> <p>Assist in the identification and preparation of technical and annual maintenance programmes of work</p> <p>Ensure that sufficient financial controls are in place for all engineering maintenance services and that up to date records exist to properly control this function</p>	<p>Ensures auditable records are up-to-date and accessible</p> <p>Post holder to provide assurance to Estates and Facilities FM stakeholder group.</p> <p>Liaise with Estates Informatics team to ensure Regular PPM schedules are implement</p> <p>Liaise with the Estates and Facilities Financial advisors</p>					
<p>Lead and motivate the Operational engineering teams to deliver an efficient and responsive service to departments across the Trust</p> <p>•Communicate with people in a form and manner consistent with their level of understanding, culture, background and preferred ways of communicating</p> <p>•Facilitate and cascade information to the team – team meetings,</p>	<ul style="list-style-type: none"> <li>Actively promote the workplace as a learning environment encouraging everyone to learn from each other and from external good practice</li> <li>Responsible for ensuring annual appraisals are carried out and that all staff training needs are assessed and monitored to ensure the relevant statutory and desirable training to</li> </ul>				 	

<p>staff huddles, appraisals, etc</p> <ul style="list-style-type: none"> <li>• Manage the recruitment, appointment, induction, training and retention of staff, including chairing interview panels;</li> <li>• Line manager for a large diverse work group including professional and specialist estates officers, trade staff and other lead specialists</li> </ul>	<p>maintain quality and standards are received.</p> <ul style="list-style-type: none"> <li>• Responsible for ensuring local inductions are completed and recorded and probationary interviews are held with staff as required</li> <li>• Investigate and prepare reports on complaints received from patients, visitors, staff and public regarding services provided by Estates Dept.</li> </ul>					
<ul style="list-style-type: none"> <li>• Adhere to Trust's Information Governance policy</li> <li>• Act in accordance with Trust IT procedures</li> <li>Maintain confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Trust's IT and Information Governance policy and procedures are adhered to</li> </ul>					
<p><b>Workforce Planning</b></p> <ul style="list-style-type: none"> <li>• Overall responsibility for vacancy / talent management, ensuring all vacancies are recruited to in a timely manner and in line with the Trust recruitment &amp; Selection Policy</li> <li>• Responsible for workforce planning</li> <li>• Where there are difficult to fill roles solutions are found to ensure the department has sustainable staffing structures at substantive spend, which may be achieved through different marketing solutions or different structural arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• All vacancies are recruited to in line with Trust Recruitment and Selection Policy</li> <li>• Staff identified through the Talent management Programme report they are supported and encouraged by their managers.</li> <li>• Manager liaises with finance on a regular basis to ensure establishment reflects staff in post</li> <li>• All recruitment adheres to Establishment Control and Vacancy Control requirements</li> <li>• Workforce planning is undertaken in a timely and appropriate manner – Workforce Business partner feedback is positive and reports that managers are engaged with the process</li> <li>• Low agency spend &amp; temporary staffing usage; active and rigorous recruitment plans; reduction in hard to fill posts</li> </ul>					

Occupational hazards or exposures relevant to this job (please tick)			
<b>Physical</b>			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	✓
Regular equipment / material moving & handling > 10kg	✓	Climbing ladders and / or working at height	✓
Noise (LEP,d > 80)	✓	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	✓	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	✓	Other potential ergonomic problems	✓
Driving on Trust business	✓	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
<b>Chemical</b>			
Exposure to known respiratory irritants or sensitisers	✓	Exposure to known skin irritants or sensitisers (including latex)	✓
Exposure to asbestos (non-licenced work)	✓	Exposure to any other chemicals	✓
<b>Biological</b>			
Exposure-prone procedures	✓	Laboratory exposure to pathogens	✓
<b>Other</b>			
Night work	✓	On-call duties/ lone working	✓

### Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
  - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
  - Concerns about the professional or clinical practice or competence of staff
  - The treatment of other staff, including suspected harassment, discrimination or victimisation
  - Health, safety and environment issues
  - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
  - Employment standards and/or working practices
  - Criminal offences or miscarriages of justice
  - Failure to comply with any other legal obligation
  - Deliberate concealment of any of the above

### Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

### Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust



- Demonstrate high standards of personal conduct
- set an example and encourage openness and honesty (particularly in reporting incidents and near misses ) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

### **Job Review**

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

# LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

## PERSON SPECIFICATION

**POST:**

**Band:**

**DIRECTORATE / DIVISION:**

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>Degree in Engineering or equivalent experience in Healthcare Engineering</li> <li>Significant experience in depth knowledge and proven ability in managing complex NHS estates services.</li> </ul>	<ul style="list-style-type: none"> <li>Master's Degree / Corporate Chartered status in an appropriate subject or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Assessment</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Fully conversant with statutory requirements, NHS Estates guidance, Codes of Practice and the requirements of Regulatory Bodies. Qualified and authorised to act as Authorised Person for Medical Gases ,LV Electrical</li> </ul>	<ul style="list-style-type: none"> <li>AP Ventilation/decontamination</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Assessment</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Able to demonstrate technical understanding of a range of Engineering services provided by the Trust</li> <li>Able to use computers and understanding new technology</li> <li>Able to collate data and present statistically analysed information</li> <li>Ability to demonstrate a management style, which reflects the customer orientated services.</li> <li>Able to chair and participate in meetings.</li> <li></li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>Assessment</li> </ul>
<b>Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate tact and diplomacy in dealing with senior personnel.</li> <li>Ability to work to delegated timescales.</li> <li>Demonstrate flexibility to the design process and with other members of the design team</li> <li>Must be personally flexible in outlook and approach</li> </ul>		Interview

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	organisation skills. <ul style="list-style-type: none"><li>• Able to process information to a logical order.</li></ul>		
Leadership Framework Behaviours	<p><b>INSPIRING OTHERS</b></p> <ul style="list-style-type: none"><li>• Motivates a wide range of individuals, actively encourages and supports their colleagues to work to the best of their ability</li><li>• Encourages staff to take ownership for their own development.</li><li>• Demonstrates high levels of personal performance and conduct at all times, makes clear to staff that they are expected to do the same.</li><li>• Involves relevant colleagues in decision-making, listens but takes the final decision themselves.</li></ul> <p><b>RESPONSIBILITY FOR THE TEAM</b></p> <ul style="list-style-type: none"><li>• Can alternate between working as part of the team and taking control.</li><li>• Clearly communicates key performance priorities and objectives to their teams eliminating ambiguity.</li><li>• Exhibits foresight to identify and defuse conflict before it occurs. Creates an environment where conflict is managed, resolved and a way forward is found.</li><li>• Encourages multi-way feedback environment, e.g. openly between team members; uses feedback as a motivational tool.</li></ul> <p><b>LEADING FROM THE FRONT</b></p> <ul style="list-style-type: none"><li>• Is confident taking charge, and is able to effectively deal with and influence more challenging individuals.</li><li>• Shows optimism and resilience under the most stressful circumstances. Inspires others, keeps the positive message going even when others have ceased to believe.</li><li>• Is prepared to be held accountable for agreed goals. Sets targets for performance, providing staff with clarity of purpose and direction.</li><li>• Sees through conflicting or complex information to find a solution that tackles the problem at source. Requires staff to propose solutions when raising problems. Delivers solutions that have a positive and far reaching impact, influencing future direction of the Trust.</li></ul> <p><b>CONSCIOUS LEADERSHIP</b></p> <ul style="list-style-type: none"><li>• Uses talents to the full by participating in a variety of events to build strengths. Is dedicated to continuous learning and self-improvement, undertakes activities to enrich knowledge build new skills and hone existing skills.</li><li>• Acknowledges and respects others' diverse perspectives. Takes the time to get to know individual team members, willing to listen non-judgementally to others' opinions and contributions regardless of whether they agree to them.</li><li>• Recognises the impact their behaviour has on others and seeks to regulate behaviour to have a positive outcome.</li><li>• Is known to support and apply a high set of ethical and moral principles. Stays true to personal/Trust values regardless of internal and external pressures.</li></ul> <p><b>DELIVERING THE SERVICE</b></p> <ul style="list-style-type: none"><li>• Designs, implements and drives forward improvement initiatives, can measure the impact process improvements have at all levels (e.g. patient, team, department). Takes a proactive approach, bringing about improvements before being asked.</li><li>• Maintains an overview of team progress, taking steps to ensure that targets are attained and staff make the best use of their time. the progress being made and predicts potential failures, developing contingency plans in advance.</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li></ul>	

	<ul style="list-style-type: none"><li>• Has a long term vision that sets out stretching goals, using them to motivate their team to improve service standards.</li><li>• Creates an environment where poor performance or conduct is tackled promptly and directly, empowering staff members to challenge poor performance in one another.</li></ul>	
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