

# Job Description

<b>Job Title:</b>	Senior Estates Capital Project Manager
<b>Band:</b>	8a
<b>Base:</b>	You may be required to work in other designated locations of the Trust as well as your primary base. In particular, flexibility is required across the three main hospital sites (Leicester Royal Infirmary, Leicester General Hospital and Glenfield Hospital). If your initial location is one of these sites excess travel reimbursement would not apply for a permanent or temporary change of base.
<b>Reports to:</b>	Head of Capital
<b>Accountable to:</b>	Deputy Director of Estates & Facilities

Find out more about working with us:

<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

<p><b>Job Summary</b></p>	<p>This post forms an essential component of the capital project team delivering UHL’s complex multi-million pound programme within the UHL reconfiguration programme as well as the year on year Trust capital programme. Consisting of new build and refurbishment projects delivering priority projects linked to Trust strategy and addressing estates capital backlog including statutory compliance.</p> <p>The postholder will contribute to team management and lead workstreams relating to other aspects of the Reconfiguration and Capital Programme.</p> <p>The postholder will also be asked to share directorate-wide responsibilities and be expected to move between or support additional projects, as well as supporting projects outside their portfolio or from other corporate areas.</p>
<p><b>Budget</b></p>	<p>This postholder will be responsible for successful delivery of components of the UHL capital programme worth an estimated £400m, over multiple years, including key deliverables around financial and programme management.</p> <p>This will involve identification and negotiation of required resources to undertake the project and managing the capital expenditure within defined limits. It will include:</p> <ul style="list-style-type: none"> <li>• Ensuring the outputs and benefits defined within the project scope and the Business Case are delivered on time, within allocated budget and to the required standard of quality,</li> <li>• Managing workstream leads to ensure compliance with defined budgets and governance/reporting arrangements,</li> <li>• Ensuring that risk management and change control procedures are implemented and are actively used to assess the effect of any change to the project in terms of cost, timescales and resources. Escalate where the budget is compromised;</li> <li>• Undertaking detailed financial data analysis for capital expenditure and provide clear reporting to relevant project boards</li> </ul>
<p><b>Staff</b></p>	<p>The Senior Capital Project Manager will be accountable for the delivery of capital outputs across their designated projects. This will involve managing inputs and outputs, including line managing direct reports ensuring that aspects</p>

	<p>of performance, attendance, training and appraisals are addressed in accordance with Trust Policy</p> <p>The post holder may be responsible for a number of internal staff and the management of external specialist advisors.</p>
<p><b>Policy</b></p>	<p>The postholder will be responsible for ensuring that all Trust policies and procedures are adhered to and implemented in relation to the relevant projects and also support the development of relevant policies and guidelines as and when required for the Capital Projects team.</p> <p>The post holder will have responsibility to implement technical policies as applicable including Health Technical Memoranda, Health Building Notes, industry-wide engineering and construction guidance and relevant legislation and regulation.</p>
<p><b>Communications</b></p>	<p>The postholder will be required to ensure an effective communications strategy within the projects and will possess the ability to communicate highly complex information in different methods at all levels within and outside of the Trust. This will include:</p> <ul style="list-style-type: none"> <li>• Sensitive handling of delicate and contentious information and proposals,</li> <li>• Implementing a functional communication structure within delegated projects to fit the wider programme governance structures,</li> </ul>

## KEY WORKING RELATIONSHIPS

The Senior Capital Project Manager will be expected to develop excellent working relationships with:

- Colleagues across the Estates & Facilities directorate, Reconfiguration and within the Capital Projects team,
- Cross-directorate leads, such as Finance, Procurement, IM&T, Clinical Management Groups, Infection Prevention and Health & Safety,
- Trust senior directors/Project Senior Reporting Officers and Project Board Members
- External validation bodies, such as Gateway/Healthcheck Reviewers, NHS England/NHS Improvement, DOH,
- Construction Contractors at various levels from local SME's to Tier 1 contractors,
- Professional Advisors such as Architects, Mechanical and Electrical Designers, Cost Managers and Authorising Engineers,
- Third Party groups such as local Planning Officers and Building Control,
- Patient Groups such as healthwatch and PPI leads,

## KEY RESULT AREAS

### Project Management

1. Develop highly complex sections of the Business Cases for submission to NHSEI.
2. Develop options appraisals from highly complex facts and information
3. Produce formal reports / papers on a regular basis to communicate complex information to other senior member of the trust and external NHSEI departments.
4. Ensure the project scope is clearly defined and agreed, ensure the project is managed within the agreed scope and that unavoidable scope creep is escalated,
5. Effectively lead multi-discipline teams to deliver best-fit solutions and manage conflicting requirements to negotiate successful outcomes,
6. Work with the wider project team to deliver the project scope within agreed time, cost and quality parameters, continually monitor and ensure robust and accurate reporting against these,
7. Ensure that expectations are managed through design and construction,
8. Setting-up and running communication and reporting structures within projects, administering a range of common construction contracts, monitoring health and safety cross-site and ensuring that all correct procedures are followed,
9. Communicate to Project Boards and Working Groups through highlight reports, board papers and verbal updates as required;

10. Continually identify, report, mitigate and monitor risks throughout the lifecycle of the project,
11. Identify resources required to deliver the project, agree how they will be resourced and effectively manage to deliver required outputs;
12. Manage work stream links and interdependencies, ensuring that no work is either overlooked or duplicated; ensuring work stream related risks (particularly those associated with interdependencies between projects) are managed to a successful outcome.
13. Managing the handover process and gaining acceptance from internal stakeholders on behalf of the Trust, ongoing aftercare and defects management.
14. Work with other members of the capital projects team to identify impacts and interdependencies within the programme and wider Trust operations,
15. Managing multi million pound budgets throughout the life of the projects and ensuring adherence to applicable governance and reporting arrangements,
16. Ensuring that quality is controlled to a high standard throughout construction and that all facilities are technically commissioned in accordance with applicable legislation and guidance;

## Technical

1. To possess and maintain a good working knowledge of technical guidance and best-practice,
2. Keep up to date with latest research and development within the relevant industry sectors.
3. To oversee technical commissioning of the project, ensuring that adequate time is allowed, that results are robust, satisfactory and stand-up to scrutiny,
4. To ensure that all necessary independent advisors are consulted and that validations are successfully completed.
5. In depth understanding of common forms of construction Contracts (Eg JCT, NEC)
6. Experience of delivering a SMART building project would be advantageous with experience of modern methods of construction
7. Experience of sustainable buildings principles to include Zero Carbon, BREEAM,
8. Use AutoCAD or similar complex technical IT systems to prepare and support the functions of capital projects.
9. Ability to read and interpret complex and technical information from these drawings.
10. Knowledge of modern design methods and systems such as BIM, Revit, AutoCad
11. Good working knowledge of Microsoft systems, specifically to include Microsoft Project and Microsoft 365,
12. Good working knowledge of other document/project management systems egg: 4-Projects, BIW Conject, Project Vault, Sharepoint Online.
13. Ability to conduct Site surveys and audits of construction sites.

## Relationship Management

1. Communicate and negotiate effectively with key stakeholders including cross-directorate leads, external approvers and professional advisors to:
  - a. Achieve necessary approvals,
  - b. Manage expectations,
  - c. Report on progress, risks, issues, processes and procedures,
  - d. Responding to both positive and negative feedback, demonstrating consideration of comments.
2. Manage appointed project teams consisting of internal project management resource and external specialist advisors
3. Ensure engagement of all stakeholders, including authorising engineers and operational estates colleagues,
4. Manage conflicting requirements in order to deliver a functional solution which meets the project objectives,

## Leadership

1. Manage and support all accountable members of the project team
2. Undertake appraisals to include personal development, advice, mentoring and support to subordinate team members including day-to-day administration of staff, sickness and performance management, grievances and disciplinary issues,
3. Share knowledge, market knowledge and lessons learned with colleagues to help others achieve successful outcomes;
4. Demonstrate best-practice and corporate governance across the programme,
5. Raise the status and the profile of the project within the organisation and share details with colleagues.
6. Establish project teams to ensure the right membership in delivering a breadth of project requirements,
7. Provide judgment on situations or information when this information may differ from experts.
8. Develop and formulate strategic plans and programmes, both medium and long-term (2-5 years) and adjust plans or strategies and resource requirements accordingly across multi-stranded highly complex capital programme. Communicate effectively the impact of these on the organisation.
9. Allocate tasks and monitoring delivery against agreed plans,
10. Report on performance and compliance
11. Manage the links and dependencies within and between workstreams, ensuring that risks and dependencies are managed to a successful outcome;
12. Manage key stakeholders within workstreams to produce outputs to time, budget and quality standards,
13. Manage external professionals and suppliers within workstreams to produce outputs to time, budget and quality standards,

## GENERAL

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list. You may be required to undertake other duties from time to time as we may reasonably require.

You will be required to maintain compliance with all statutory and mandatory training requirements.

The link to the Trust's policies and procedures is:

<https://secure.library.leicestershospitals.nhs.uk/PAGL/SitePages/Home.aspx>

# Person Specification

Post: Senior Estates Capital Project Manager

Band: 8a

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's Values and Behaviours		Interview
Training & Qualifications	A relevant professional building or engineering qualification (MCIOB, RICS, APM, RIBA, CIBSE, IHEEM, MIMechE, MIEE) and appropriate Master's degree level or post graduate qualification with knowledge of relevant senior management roles.	Project Management Qualification (e.g. PRINCE2)  Knowledge of PRINCE2 project management methodology.	A

	<p>IT skills in the use of Microsoft Project, Office, Excel and AutoCAD.</p> <p>In depth knowledge of the Capital Management processes, systems and documentation.</p>		<p>A/I</p> <p>A/I/T</p>
<p><b>Experience</b></p>	<p>Working experience of a senior project manager role for at Least 5 years.</p> <p>Experience of successfully managing and delivering multi-faceted, complex major capital projects.</p> <p>In-depth understanding of Statutory Legislation and NHS Standards.</p>	<p>NHS Capital Management experience in an acute setting.</p> <p>Maintain an up-to-date knowledge of construction and project management methodologies, standards and guidance.</p> <p>Good commercial acumen and experience in awarding commercial contracts within the healthcare environment.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>

	<p>Possess an understanding of clinical services, health service design guidance, health service procurement guidance as well as private sector guidance and regulatory standards.</p> <p>Budgetary management of projects and programmes of capital investment including forecasting and financial management of multi-million pound contracts.</p> <p>Experience of working across public and private sector agencies, leading a wide range of stakeholders at a senior level.</p> <p>In-depth understanding of common forms of Construction Contract (e.g JCT, NEC3).</p>	<p>Possess NEC3 Project Manager accreditation.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
--	--	--	---

<p>Communication and relationship skills</p>	<p>Ability to provide and receive highly complex, sensitive or contentious information at all levels within the Trust and with external stakeholders.</p>	<p>Advanced interpersonal skills including proven ability to work at an individual level or in groups comprised of a variety of stakeholders.</p>	<p>A/I</p>
	<p>Ability to adapt to unpredictable work patterns.</p>	<p>Ability to communicate effectively verbally, including presentation skills to large and small groups, including the public as necessary.</p>	<p>A/I</p>
	<p>Able to work both independently and as a team and corporate player, acting as the expert in matters relating to capital project management.</p>		<p>A/I</p>
	<p>Ability to communicate effectively in writing, including formal report writing.</p>		<p>A/I</p>
	<p>Ability to deal with grievances, disciplinary and emotional/confidential issues.</p>		<p>A/I</p>

<p>Analytical and Judgement skills</p>	<p>Ability to analyse, interpret highly complex facts, situations and events, and provide comparison of a range of options in these situations.</p> <p>Ability to analyse highly complex confidential financial and commercial data.</p> <p>Ability to anticipate and resolve highly complex problems before they arise, using analytical techniques to identify solutions and propose a range of options.</p> <p>Ability to think conceptually; recognising assumptions, interpreting and evaluating arguments from a range of sources in order to reach a decision.</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
--	---	--	---

	As an expert in the field be able to provide judgment on situations or information when this information may differ from experts.		A/I
Skills	<p>Highly developed computer literacy with keyboard skills and ability to use the required software.</p> <p>Use AutoCAD or similar complex technical IT systems to prepare and support the functions of construction projects.</p> <p>Ability to read and interpret complex and technical information from these drawings.</p> <p>Ability to effectively use automated planning software,</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p>

	such as Microsoft Project to prepare, interrogate, adjust and implement programmes.		
Planning and organisation skills	<p>Ability to manage and deliver complex competing demands and deadlines in a pressured environment.</p> <p>Ability to develop and formulate strategic plans and programmes, both medium and long-term (2–5 years) and adjust plans or strategies and resource requirements accordingly across multi-stranded highly complex capital programme. Communicate effectively the impact of these on the organisation.</p> <p>Experience of methods and techniques for reporting of progress against plan and of</p>		<p>A/I</p> <p>A/I</p> <p>A/I</p>

	<p>driving processes in order to achieve milestones.</p> <p>Ability to motivate and organise others. Both internally and externally.</p> <p>Willingness to learn and adapt on an ongoing basis.</p>		<p>A/I</p> <p>A/I</p>
Equality, Diversity and Inclusion	<p>Able to demonstrate a commitment to and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.</p> <p>All staff are expected to engage in compassionate and inclusive leadership in the provision of high quality care and interactions with others</p>		
Other requirements specific to the role	<p>Tenacity – drive and determination to deliver a quality product and aim to exceed expectations.</p>		A/I



	<p>of light equipment such as a laptop or projector.</p> <p>Able to make site inspections. Use limited access methods such as Ladders and Scaffold.</p>		A/I
<b>Emotional Effort</b>	<p>Experience of managing difficult situations and challenging behaviour with successful outcomes.</p>		A/I
<b>Working Conditions</b>	<p>Use of VDU more or less continuously</p>		A/I
<b>Personal &amp; Health</b>	<p>Able to work flexibly to meet the needs of the service.</p> <p>Independently mobile in order to be able to work across a number of sites and travel to meet with stakeholders.</p> <p>Able to undertake the demands of the post with reasonable adjustments if required.</p>		A/I