

# PERSON SPECIFICATION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

**JOB TITLE: Estates Engineering Officer**

**DEPARTMENT: Estates**

Criteria for Selection	Essential	Desirable	Measurement Application Form - <b>AF</b> Interview - <b>IN</b> Assessment – <b>AS</b>
<p><b>Education/Qualifications</b></p> <p><b>Operational Management</b> HNC/D in engineering discipline</p> <p>Experience in an related Supervisory or management role or can demonstrate an aptitude for management.</p> <p>Engineering degree or equivalent qualification.</p> <p>Member of professional institute (e.g. IHEEM).</p> <p><b>Operational Estates Engineering Management</b> Experience in managing Estates Engineering contracts.</p> <p>Able to evidence continued professional development and post graduate study to Diploma level or demonstrate equivalent experience.</p> <p>Member of relevant professional institute or able to demonstrate experience and knowledge to an equivalent standard.</p> <p>Experience of working in the NHS in an Estates Engineering management role.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p><b>AF/IN/AS</b></p>
<p><b>Knowledge</b></p> <p><b>Operational Management / Operational Estates Engineering Management</b> Extensive operational and technical knowledge of Estates Engineering related functions.</p>	<p>✓</p>		<p><b>AF/IN/AS</b></p>

<p>Understanding of budget management, recharging mechanisms, life cycle costs and short term tenancy agreements</p> <p>Detailed understanding of health care operational environments including clinical and non clinical risk, patient focus,</p> <p><b>Both Disciplines Knowledge</b> Knowledge of operational planning techniques including option appraisals, feasibility studies, NHS modernisation and the changing culture, structure, function and values of the NHS.</p> <p>Customer service, best practice service delivery and redesign</p> <p>Knowledge of operational planning techniques including backlog, work scheduling, prioritisation, resource planning, structure, function and values of the NHS and its interrelationship with other agencies.</p> <p>Knowledge and understanding of the impact of change and best practice in change management.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	
<p><b>Skills/Experience</b></p> <p>Literate in IT/Computer Skills</p> <p>Good oral communication skills based on fluency on the English language</p> <p>Able to effectively prioritise own workload and that of others.</p> <p>Able to delegate effectively.</p> <p>Strong operational planning skills.</p> <p>Confident and effective communicator with good verbal and written skills.</p> <p>Able to clearly present information to a variety of audiences including team members, contracted staff, ward staff, other professional groups and on occasions members of the public.</p> <p>Effective negotiating skills, high level of</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>AF/IN/AS</p>

<p>diplomacy.</p> <p>Able to provide leadership to a multi-disciplinary team across a varied portfolio</p> <p>Able to deliver non- complex projects within time, on budget and to required quality and safety standards.</p> <p>Able to make difficult decisions when faced with multi- stranded and conflicting complex data.</p> <p>Able to produce high quality reports with recommendations based on complex data analysis and within tight timescales.</p> <p>The post holder will be able to deliver all work outputs to a high quality commensurate with management and technically qualified status.</p> <p>Able to make sound judgments and complex fault diagnosis based on analysis of technical drawings, manuals, appraisals, feasibility studies, technical reports and other data.</p> <p>Able to conduct effective management of complaints, incidents and service considerations including investigations.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
<p><b>Personal Qualities</b></p> <p>Shares the Trust's Beliefs and models this in their attitude and behaviour:</p> <p>Ensures that the organisational values of open, compassionate and empowering are demonstrated by self and others every day and that any matters of concern are addressed in a timely way, either directly; or raised with the relevant Line Manager; or through the relevant processes within the Trust as appropriate.</p> <p>Able to deal effectively with occasional exposure to highly distressing or emotional circumstances including delivering unwelcome news to staff, resolving conflict and dealing with challenging behaviour.</p> <p>Emotionally resilient to competing demands within the organisation and local health economy.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>AF/IN/AS</p>

Commitment to equal opportunities.	✓		
Commitment to providing improvement to services for patients.	✓		
Commitment to providing high quality customer focused services.	✓		
Able to relate and adapt to the perspective of others.	✓		
Calm and rationale approach to situations where conflict is likely.	✓		
Clarity of thought and articulate in the presentation of ideas	✓		
Commitment to own personal development.	✓		
Proven ability to achieve targets and objectives within a demanding and pressured environment against challenging deadlines	✓		
Well-developed leadership and motivational skills to facilitate working within and leading a large team. Proven ability to manage large groups of staff and implement human resources strategies, ability to empower, coach and support staff.	✓		
Able to influence and engage people in different settings.	✓		
Able to build effective working relationships at all levels with internal and external stakeholders.	✓		
Ability to provide operational management and leadership within the Directorate.	✓		
Able to effectively prioritise and multi- task and continue to function to a high standard when under pressure.	✓		
Full driving licence.	✓		
Ability to travel across Trust sites.	✓		
<b>Additional Qualities</b>			<b>AF/IN/AS</b>
Fitness Analysis as appropriate	✓		
Competent key board skills enabling the	✓		

production of reports, presentations, diagram, correspondence, spread sheets and other standard documents			
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