

Job Description

Job Title: Mechanical & Electrical Manager

Pay Band 8a

Reports to: Head of Engineering

Directorate: Estates and Facilities Management

Job Purpose: The primary purpose of this management post is to take overall responsibility for the operating and maintenance of all engineering services undertaken at Royal Berkshire NHS Foundation Trust.

The M&E Manager will be the building services engineering technical expert, overseeing implementation of the estates pre-planned maintenance program of work, reactive, remedial works services as well as minor project work. The post holder is responsible for ensuring statutory, legislative and HTM compliance of engineering services at Royal Berkshire NHS Foundation Trust and continuous quality improvement of estates support services. This will be achieved under direction by the Head of Engineering by managing a team of sub-contracted specialist service providers, to provide an environment that enables an excellent clinical service and assurance of compliance.

The post holder will develop excellent working relationship with key Trust stakeholders who rely on the service.

The M&E Manager will provide technical expertise, support and guidance to ensure resilience of the estates engineering services, timely resolution of defects and non-conformance and emergency responses. Effective implementation will ensure minimal downtime or loss of clinical services, reflected in assurance reports.

The post holder will be responsible for providing a safe and compliant estates infrastructure within their assigned areas, ensuring statutory and planned preventative maintenance has been completed by service providers within SLA and agreed KPI's.

About us We are one of the largest general hospital foundation trusts in the country - serving a population of more than 500,000 people - and the main provider of acute and specialist care services for West Berkshire.

We are also the region's specialist centre for cancer, eye and renal (kidney) care serving over one million people across Berkshire and south Oxfordshire. Our main site is the Royal Berkshire hospital in Reading.

We also provide services at West Berkshire Community hospital near Newbury, the Prince Charles eye unit in Windsor and at our renal unit based between Slough and Windsor. The Trust also provides outpatient services at Townlands hospital in Henley. The Trust also has a cancer and renal centre at the Royal Berkshire Bracknell clinic in Bracknell.

The trust's aim is to deliver high quality care by putting patient care first. The estates team support this by providing an excellent estates maintenance and service operation.

**Principle
Responsibilities
and Tasks**

Working with the Building Manager the M&E Manager will be the primary stakeholder liaison point for the estates directorate to implement the estates service.

The day-to-day work will vary and is likely to include – but will not be limited to –

- Alongside the Building Manager act as “gateway” to assigned estates area (block estates management) to ensure all estates related activities adhere to Trust policy, procedure and code of practice.
- Oversee the safe and timely implementation of routine, reactive and remedial maintenance activities
- Oversee the safe and timely implementation minor works, projects and building shutdowns
- Undertake risk management (DATIX) updates, Health and Safety and compliance inspections and reports
- Audits and improvement actions implementation
- Attend internal governance meetings, stakeholder meetings with clinical colleagues and the wider Trust
- AP duties for HTM's, where qualified and appointed
- Out-of-hours duty manager rota participation
- Attend out-of-hours to support engineering activities – monthly generator tests, annual black building tests, water services shutdowns etc.

The successful applicant will be able to:

- Operate at a management level within a busy, demanding public service environment.
- Ensure the comprehensive provision of safe and effective Estates services to statutory and legal requirements, technical and safety standards, and NHS guidance, within the assigned areas and sites of responsibility and across the whole Trust as appropriate.
- Ensure that there are systems in place to maintain plant and equipment in a compliant state and that unnecessary and unplanned downtime is prevented.
- Develop, document, communicate and manage KPI's in conjunction with peers and the Engineering Manager.
- Ensure contractors deliver reactive maintenance, ensure that areas/items of equipment are made safe and fixed in a timely manner, provide communication and updates to clinical staff and other stakeholders as appropriate.

- Meet with a range of Trust stakeholders such as non-specialist senior managers, clinicians, & capital project managers to agree interruptions to service(s).
- Meet with external bodies in relation to compliance issues statutory equipment and plant suppliers, NHSI/E, HSE and contractors.
- Support the preparation of reports for governance meetings (such as EMAG/FMAG/VMAG/WSG/AMAG and MGPS) to demonstrate compliance with statutory requirements, reactive works trends and risk management.
- Advise the Trust senior management on the compliance implications of any Department of Health initiatives or changes in legislation.
- Support the Head of Engineering to conduct, arrange and or manage periodic audits of estate's maintenance work to ensure compliance (both contractual and statutory) and that work is completed to a high quality across all Trust sites. Ensuring there are systems in place for customers to notify of new issues and any quality failings.
- Participate, contribute and support as required in assessing and completing strategic and operational risk management in the maintenance of the estate's assets.
- Be available to act as Authorised Person for relevant HTM's (according to qualifications and Authorising Engineer appointment) to overseeing safe management, maintenance, operation and reactive response for engineering systems.
- Ensure that all estates related activities undertaken, whether by the estates department or the wider Trust, adhere to Trust policies and procedures.
- Ensure the Trust remains compliant with all energy related environmental and sustainability legislation and regulations at all times
- Carry out operational management of the Trust's Building Management Systems to ensure they are fully optimised in minimising energy consumption.
- Ensure data collection, collation, and analysis for monthly performance reporting on energy, facilities performance, contractor KPI performance, value for money on contracts.
- Support the production of an annual Statement of Assurance on the compliance, effectiveness, efficiency and value for money of Energy and Utility services delivery.
- Ensure ERIC data is collected, compiled and submitted on-time; annually or as required.
- Advise capital investment project managers on proposed engineering solutions assessed against Trust objectives. Witness and sign off on completion of the works in line with HBN (and HTM) guidance.
- Act as the Soft Landings champion for capital work projects, ensuring that PPM maintenance and compliance tasks are loaded to Trust CAFM system.
- Plan and organise minor works and the backlog of capital works ensuring correct procedures are followed and patient safety is maintained.
- Ensure a good working relationship with customers.

**Person
Specification:**

- Educated to degree level or equivalent experience
- Post qualification experience/specialist knowledge of managing building structures/engineering services
- Membership of professional body
- Hold full UK driving license
- Experience of working in an NHS or healthcare environment.
- Good understanding of Hospital policies and procedures and operational activities
- Successful record of accomplishment at an operational and management level and/or experience in a complex environment.
- Demonstrate effective management of contracts and externally contracted teams.
- Specialist knowledge in the fields of performance management, contract monitoring and audit in a building service environment.
- Excellent verbal, written and interpersonal communication skills.
- Demonstrable high competence in technical compliance standards management and resolution of contractual compliance matters.
- Experience building and maintaining effective working relationships, both internal and external to the Trust, (oral, written, electronic). Demonstration of experience of managing relationships of a technical and complicated nature, where there may be barriers to understanding.
- Demonstrates interpretation and presentation of complex, sensitive or contentious information in an objective manner across a variety of stakeholder groups (engineers, clinicians, managers, etc).
- Demonstrable competence in commercial management and resolution of commercial matters.

**Workforce
Planning:**

No Direct reports at this time

The post holder will:

- Manage the available resources to provide a priority-based estates service, 365(6) days per year and 24-hours per day. The service provided must be flexible, responsive and high-quality. This may include proposing new ways of working.
- Participate in a 24/7 management on-call rota

**Financial,
Governance and**

- Input to annual Energy & Utility budgets, reporting and correcting adverse trends to ensure spend is within budget.

Budget**Responsibilities:**

- Input to ensuring full compliance with the Trusts reporting obligations including (but not exhaustively):
 - CRC and EU ETS annual reporting
 - Trusts annual report
 - Cost Improvement Programme Board
 - Corporate, Environmental and Social Responsibility Group (CESR) programme
 - Identifying and ensuring the correct purchase of all carbon credits to satisfy the Trusts energy requirements
- Analyse and certify prior to payment; invoices.
- Ensure the Trust's cost and quality improvement targets are achieved.
- Manage the Trust's service providers.
- Liaise with external advisors for specialist activities, in conjunction with the Head of Engineering (Engineering Governance & Risk).
- Identifying, reporting and making recommendations around all potential and real risks.
- Deputise (and chair) as needed on governance groups/boards.

**Continuous
Improvement
and Innovation:**

- Promote and champion a 'Best in Class' culture and programme throughout the Trusts maintenance, engineering, energy, utility and contractor management activities.
- Work closely with the Trust's capital project team to include life cycle costing to their schemes.
- Work to embed Soft Landings processes and culture into project works.
- Provide technical advice and guidance to the Trusts capital project team to maximise whole life asset performance of all capital investment projects

Policies and Procedures

The post is subject to the policies, practices, procedures and conditions of service determined by the Trust.

Medical Questionnaire

The appointment is subject to the completion of a satisfactory medical questionnaire which may involve a medical examination. The Job holder may also be required to undergo medical examinations in the future and/or at intervals stipulated by the Trust.

Equality of Opportunity and Diversity

The Trust operates an Equality of Opportunity and Diversity Policy and welcomes all persons without regard to age, ethnic or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. It aims to ensure that no job applicant, employee or former employee suffers direct unlawful or unfair discrimination or is disadvantaged by any conditions or requirements which cannot be justified.

Confidentiality

The post holder has a responsibility to comply with the Data Protection Act 1998 and Code of Practice on Confidentiality and Data Protection. Any matters of a confidential nature, including information relating to the diagnosis and treatment of patients, individual staff records and details of contract prices and terms, must under no circumstances be divulged to any unauthorised person or persons. Breaches of confidence will result in disciplinary action which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

Information Security

The Job holder is expected to safeguard the confidentiality, integrity and availability of data, and ensure that Trust policies and statutory regulations are followed.

Fire

The post holder is required to comply with agreed fire procedures, taking the appropriate action if the fire alarm sounds, and to attend relevant training programmes as required.

Smoking

The Royal Berkshire NHS Foundation Trust has a *Smoke Free* policy. Smoking is not permitted in any of the Trust's properties or on Trust grounds.

Health and Safety Statement

The Trust has designated the prevention and control of Health & Safety as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- 1) Ensure broad use of good practice to reduce Health & Safety risk and monitor performance against agreed goals.

- 2) Be aware of and follow all Trust Health & Safety guidelines and procedures relevant to their work.
- 3) Participate in mandatory training updates.
- 4) Challenge colleagues who are not complying with Trust Health & Safety procedures and report to line manager.

Infection Control Responsibilities

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- 1) Ensure broad use of good practice to reduce HCAI (healthcare associated infection) and monitor performance against agreed goals.
- 2) Following consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/uniform code and for clinical staff, aseptic technique.
- 3) Being aware of and follow all Trust infection control guidelines and procedures relevant to their work.
- 4) Participating in annual mandatory training updates.
- 5) Challenging colleagues who are not complying with Trust Infection Control guides and procedures and report to line manager.

Safeguarding Children and Adults

The Royal Berkshire NHS Foundation Trust takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:

- 1) Attending mandatory training on Safeguarding children and adults.
- 2) Being familiar with the individual and Trust requirements under relevant legislation.
- 3) Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes.
- 4) Reporting any concerns to the appropriate manager or authority.

This job description is not exhaustive and will be subject to periodic review in association with the post-holder.

VALIDATION:

Post holders name:.....

Post holders signature:.....

Date:

Directors Name:

Directors Signature:.....

Date:.....

Person Specification ('PSPEC')

Job Title: **M&E Manager**

Job Ref: **TBA**

| Requirements | Essential | Desirable | Method of Assessment |
|-----------------------|---|--|---|
| Qualifications | <ul style="list-style-type: none"> Membership of professional organisation e.g. CIBSE, IWFM, IHEEM IET, IMechE, Energy Institute etc. or actively progressing registered chartered status Commitment to Continuing Professional Development (CPD) beyond degree level | <ul style="list-style-type: none"> Recognised Higher National Certificate in engineering (electrical or mechanical), building services or equivalent qualification. BSc Honours Degree in building services engineering related qualification Full membership of a professional organisation e.g. CIBSE, IWFM, IHEEM IET, IMechE, Energy Institute, Institute of Marine Engineering, Science and Technology (IMarEST) Health & Safety Qualification, i.e. IOSHH/ CDM or member of the Risk & Quality Institute | <ul style="list-style-type: none"> Application form Interview |
| Experience | <ul style="list-style-type: none"> Practical experience of working in an engineering/ estates maintenance management role. Experience in either a maintenance or design related engineering discipline Experience of financial control. | <ul style="list-style-type: none"> Experience of developing and managing a complex engineering infrastructure within a healthcare/ manufacturing environment Experience of preparing Business Cases Experience of using the Capital Investment Manual, NHS standards, H&S regulations and cost control | <ul style="list-style-type: none"> Application form Interview |

| Requirements | Essential | Desirable | Method of Assessment |
|------------------|--|--|---|
| | | <ul style="list-style-type: none"> • Experience of working for an NHS Trust or similar public sector body • Experience of working with a wide range of agencies • Experience of private investment projects. | |
| Skills | <ul style="list-style-type: none"> • Practical experience of operating and managing building engineering and management systems • Ability to work constructively with a wide range of professionals and staff at all levels of the organisation and external bodies • Good computer / keyboard skills including Word, Excel and specialist programmes, able to self serve. | <ul style="list-style-type: none"> • Represented employer/ Client at arbitration hearings • Negotiation on planning applications and appeals • Developing effective planned, cycle and reactive maintenance programmes • Able to effectively communicate with senior management including meaningful management reports. • Excellent key board skills | <ul style="list-style-type: none"> • Application form • Interview |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of relevant health and safety legislation and risk management, relating to engineering and the workplace • Knowledge of statutory compliance • Knowledge of modern building services techniques and standards • Demonstrable engineering maintenance experience • Sound knowledge of trade principles and practices • Knowledge of NHS HTM technical documents, British standards, regulations, legislation and codes of practice | <ul style="list-style-type: none"> • Understanding of the working of an NHS hospital • Design and construction management • Private investment processes including Trust responsibilities and procedures • Participation on national working groups for engineering related activities • Awareness of world class engineering trends particularly healthcare • Ability to assume the Designated Person/ Authorised Person or equivalent for engineering installations or systems | <ul style="list-style-type: none"> • Application form • Interview |

| Requirements | Essential | Desirable | Method of Assessment |
|---------------------------------|--|---|---|
| Knowledge (continued) | <ul style="list-style-type: none"> • High level of engineering knowledge (elect & mech), techniques, systems and standards • Understanding of public sector contracts and performance management techniques • Asset management knowledge • Understanding of HVAC and engineering design considerations | <ul style="list-style-type: none"> • Demonstrable ability to manage a multi-disciplinary workforce • Maintenance planning and organisation • Sound knowledge of Energy management including compliance with legislative and mandatory requirements. • Ability to provide advice on engineering and estate maintenance and asset renewal | |
| Personal Qualities | <ul style="list-style-type: none"> • Presence and gravitas to build confidence • Positive, reliable and flexible approach to work • Ability to work under pressure, personally resilient and robust • Able to attend site within one hour, for call outs and major incident obligations / alerts • Ability to demonstrate an understanding and commitment to Equal Opportunities • Commitment to delivering an environment conducive to high quality healthcare • Smart professional appearance acting as a role model to others at all times • Act as a safety champion • Actively demonstrate customer care skills in everything we do • Able to attend training courses, which may occasionally require overnight accommodation | <ul style="list-style-type: none"> • Interview | <ul style="list-style-type: none"> • Interview |

| Requirements | Essential | Desirable | Method of Assessment |
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