



North West Anglia
NHS Foundation Trust



HUNTER
Executive talent for the healthcare sector

Director of Estates & Facilities

Candidate information pack

March 2022

Welcome

We are delighted that you are interested in this role of Director of Estates & Facilities at North West Anglia NHS Foundation Trust. It is an exciting time for the Trust as we continue to grow and develop to meet the needs of the 900,000 population we serve.

The Trust includes three hospitals in Peterborough, Huntingdon and Stamford and supports community clinics in Doddington, Ely and Wisbech. We are a busy Trust, with over 7000 staff. The Director of Estates provides leadership to 141 in-house, as well as directing a further 644 E&F staff via service contracts.

We continuously strive to ensure our patients receive the right care, first time, every time. We are a key partner in the ICS for Cambridgeshire and Peterborough, and also work closely with the Lincolnshire ICS.

Our Trust 2022-25 strategy was agreed in January 2022 and the enabling strategy is under review. The Trust is a key partner in the Cambridgeshire and Peterborough ICS, with leadership of the North Integrated Care Partnership.

As for living in the area there is a wealth of choice with city living, small towns and villages all within reasonable commute to the hospitals. There are excellent schools and a wealth of social and leisure activities to choose from.



So if you are looking to develop your career and want to do so in an environment, which is challenging and growing, we would encourage you to seriously consider the Director of Estates & Facilities role at North West Anglia NHS Foundation Trust.

Please do not hesitate to contact us direct or via Kevin Hogan at Hunter Healthcare on 07793 880233 or email khogan@hunter-healthcare.com for an informal discussion.

Phil Walmsley
Chief Operating Officer



Our Vision and Values

Our Vision & Values are shaped by the North West Anglia Team, following feedback from the Trust’s staff, patients, and the local community of our three hospitals.

Our Vision is:

‘Working together to be the best at providing outstanding care for local communities’



Our staff have also generated our Trust Values:



We put patients first



We are always respectful



We seek to improve and develop



We are caring and compassionate



We work positively together

How our staff live to these values is set out through our ‘personal responsibility framework’ – which outlines how staff are expected to behave.

The Trust board monitors and reviews how the Trust performs against the values on a regular basis, ensuring we provide the best possible patient care.

Our Hospitals

Peterborough City Hospital

Peterborough City Hospital at Bretton Gate, Peterborough, is a state-of-the-art, purpose built facility which opened to its first patients in November 2010. The hospital has 678 inpatient beds and patients are cared for on modern wards with either single ensuite rooms or three to four-bedded ward areas, each with their own bathroom. This affords our patients far greater privacy than before and meets the NHS same sex accommodation criteria. The hospital has a Haematology/Oncology Unit, including a recently-expanded radiotherapy suite, an expanded Renal Unit, an Emergency Centre with a separate children's emergency department, a dedicated Women's and Children's unit, a cardiac unit, a respiratory investigations facility and full diagnostic imaging facilities



Hinchingbrooke Hospital

Hinchingbrooke Hospital is a 330 bed district general hospital located at Hinchingbrooke Park in Huntingdon. The hospital opened in 1983 and provides a wide range of specialties including general surgery, ear, nose and throat, ophthalmology, orthopaedics, urology, breast surgery, gynaecology and vascular services. The hospital has an emergency department and maternity unit. Children's inpatient and outpatient services are provided on site by Cambridgeshire Community Services. Also on the hospital site is the 23-bed Treatment Centre which opened in 2005. A new theatre block is due to open in Spring 2023 and the re-building of the hospital is a longer term ambition.



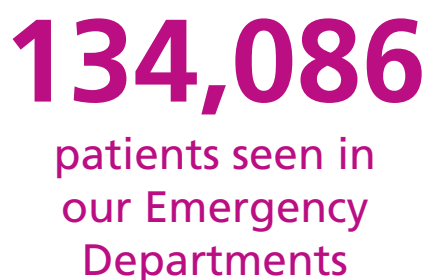
Stamford and Rutland Hospital

Our hospital at Stamford has 22 inpatient beds on the John Van Geest ward and provides a range of outpatient clinic services, a minor injuries unit, and a day case surgery facility. It is also the base for the Trust's pain management services. A programme to redevelop Stamford Hospital was completed in July 2017 – this saw the installation of a permanent MRI scanning suite on site, expanded facilities for blood taking and outpatient clinics, a new chemotherapy and lymphoedema suite, an improved physiotherapy gym, new administration facilities and a refurbished health clinic facility.



We also provide Outpatient and Radiology services at Doddington Hospital and Princess of Wales Ely, plus radiology at North Cambs Hospital, Wisbech and the City Care Centre, Peterborough.

The Trust in numbers 2020-2021



Equality, Diversity and Inclusion

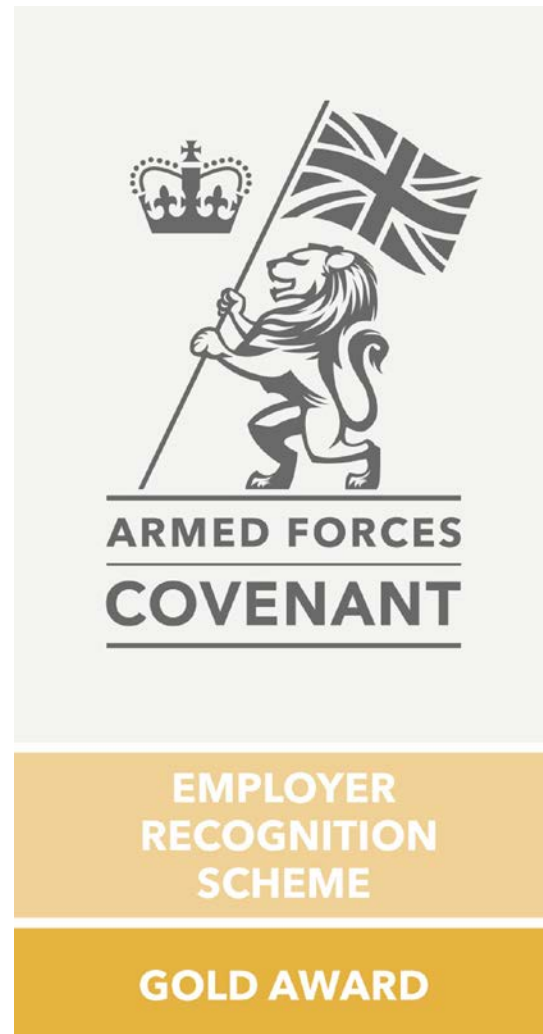
The Trust launched the Inclusion as Standard accreditation scheme in 2018. The scheme is a commitment that any patient, visitor or staff member can expect the Trust's facilities to meet their needs regardless of disability, race, religion, additional need or any other protected characteristic.

The Trust adopts a co-production model of working to help staff develop practices and policies which affect them. In 2019, staff with care responsibilities were able to help design a new policy for staff carers which has now been sent for approval.

Our staff networks are open to all staff and we have the following networks available:

- BAME staff network
- Disabled staff network
- Carers staff network
- LGBTQIA+ staff network
- Armed Forces Community
- Women's Staff Network

The Trust's work and initiatives related to Equality, Diversity and Inclusion have been recognised as follows:



How to apply

The closing date for applications is **31 March 2022**. Applications should be made by submitting:

- A full and updated CV, which includes your contact details and email address. Your CV will only be viewed by the recruitment consultants and the HR team to allow them to undertake the necessary reference checks and due diligence and will not be seen by the shortlisting panel or form part of the shortlisting decision-making.
- A personal statement of no more than two sides of A4, which should explain why you are interested in applying for the role and how you believe you meet the requirements set out in the person specification. Please note this is the candidate document that will form the basis for the panel's decision whether or not to take you through to the long and short listing stages of the process (for the final shortlisting decision the panel will also have a report from the recruitment consultants).

- Contact details for up to four referees (who will not be contacted without your permission). Your current line manager should be a referee.
- A completed **Equal Opportunities Monitoring Form** and **Fit and Proper Person Monitoring Form**.

All applications should be sent to: **khogan@hunter-healthcare.com**. All applications will be acknowledged.

For an informal conversation about the post, please contact **Kevin Hogan** at our recruitment partners, Hunter Healthcare by email: **khogan@hunter-healthcare.com** or phone: **07793 880233**

Application deadline	31 March 2022
Shortlisting	w/c 4 April 2022
Interview Panel	w/c 4 April 2022

Job Description

Job Title: Director of Estates & Facilities
Grade: Band 9
Based: Peterborough City Hospital but will be expected to travel between all NWA Sites
Responsible to: Chief Operating Officer
Accountable to: Chief Operating Officer
Responsible for: Estates & Facilities Department

Job Summary:

The Director of Estates & Facilities will lead the delivery of all strategic and operational Estates & Facilities functions to the Trust and work in partnership with PFI contractor organisations. The post holder will take corporate responsibility for the development and implementation of the Trust's Estates & Facilities, providing advice on all property services matters to the Executive Leadership to deliver a high-quality service in line with North West Anglia's strategic direction, vision and values.

Main Duties & Responsibilities

Corporate Responsibilities

- The post holder takes managerial, professional and technical responsibility to deliver high quality and affordable hard and soft FM support services to patients, staff and the public, in accordance with National Priorities, DH guidance and the strategic and service objectives of the Trust.
- The post holder will manage the Estates & Facilities operational budget of £10,0million (excludes capital and PFI monies) and allocate appropriately across all departments that fall within the Estates and Facilities remit.
- The post holder takes managerial responsibility and professional responsibility for the provision of safe and efficient management of Building & Engineering Services and ensure that the Trust's estate complies with all legislative requirements.
- Through the professional estate management function establish and manage protocols for the effective performance of all building services, plant, equipment, structures and fabric to meet the Trust's strategic goals including Board Assurance.
- To oversee the Trust's PFI to ensure close management of the contract to ensure that there is a programme in place for the maintenance and lifecycle refurbishment of facilities in line with the PFI Agreements and the relevant statutory compliance and quality standards.
- To formulate, develop, implement and monitor policies and procedures on all of the aspects above to ensure the Trust minimises risk and manages the whole range of functions in the most effective manner in accordance with legislation and national standards in conjunction with other outside bodies.
- Responsibility for the development of, oversight of, and outcomes / outputs from, all Estates and Facilities information systems.
- Regularly undertake necessary R and D activity which ensures the development & adoption of property, estates and facilities strategies, policies, management procedures and systems which support the Trust's corporate strategy, trust values and NHS good practice guidance
- Work with the Executive Team and external agencies, such as CQC, NHSI, Environment Agency, Health and Safety Executive, Environmental Health, Local Authorities and national bodies formulating and developing standards of performance ensuring adequate periodic reports are presented to the Trust Board and actions required by the Trust are implemented.
- Engage with external partners including joint ventures, partnership and commercial opportunities to ensure the best use of Trust estate including initiatives such as One Public Estate
- Ensure Compliance with statutory and mandatory regulations and guidance including HCC, ERIC, PEAT/PLACE, LSMS, HTM's, MHRA and NHSLA.

- To lead the development of best practice in environmental management with a particular focus on the sustainability agenda, energy management, security and clinical waste management.
- Identify and deliver cost improvement and service efficiencies that may improve the organisations operations.
- Ensure that systems are in place so that risk assessments of all practise and designated premises are carried out in accordance with Trust policies.

Leadership and Staff Management

- Take overall line management responsibility for all departments that fall under the remit of Estates and Facilities i.e. fire, hard & soft FM, capital projects, PFI contract performance management and energy.
- To ensure the development and acceptance of challenging but realistic objectives, through leadership, motivation and performance management to achieve required results.
- To review the Trust Estates and Facilities staffing resource needs in conjunction with the strategic goals of the Trust to ensure that longer term staffing needs, skills and personnel are built into a Directorate staff recruitment and retention strategy.
- To ensure within the line management structure that the MPA process is undertaken for all Estates and Facilities staff and that robust systems are in place for this continued monitoring and updating.

Your responsibilities to the Trust, our patients and staff

It is the Trust's aim to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act in accordance with policies specific to your job role, which are covered at induction.

Equality and Diversity Policy

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

Health & Safety

You have a responsibility to consider yourself and anyone else that could be affected by the things you do, or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, in order to maintain the health, safety and welfare of employees or others who may be affected.

Data Protection

You are to maintain the highest standards of data protection and confidentiality at all times, ensuring that person identifiable data is held securely (including password protection and encryption) and that data held and entered onto Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance in accordance with the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

Data Quality

It is your responsibility to ensure that any data collection required is accurate, timely, complete and stored securely in the appropriate place or system, whether as a paper or an electronic record.

This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

Customer Care

You are required at all times to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. In order that you understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

Values

You are required to act in accordance with the Trust values of Caring, Creative, Community at all times.

Infection Control

You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at annual appraisal.

Smoking Policy

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

Confidentiality

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Safeguarding the welfare of children and vulnerable adults

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults, and appreciate the importance of listening to children, young people and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

Mandatory training

You are required to attend for mandatory training as required; if you are unable to attend a required session you should ensure that this is rectified with your line managers support at the next available opportunity.

Raising issues of concern

If you have any concerns about practice or processes within the Trust you should raise this with you line manager. If you do not feel able to raise concerns directly you should access the Trust's safe haven procedures for raising issues of concern in confidence.

Review

This job description is intended to be a fair and representative summary of the main duties and responsibilities of the role. As such it is not exhaustive. It will be subject to regular review between the postholder and manager and may be amended to reflect the needs of the service in consultation with the postholder.

Person Specification

Criteria	Essential or Desirable Criteria Assessment Method	Assessment Method			
		A	I	T	R
Education and Qualifications					
Educated to Degree level or equivalent	E		✓		
Relevant professional Qualification e.g. RICS, CIBSE, RIBA, IBE or equivalent experience	E		✓		
Completion of appropriate leadership or management development programme	E		✓		
Knowledge & Experience					
Significant experience of Estates and Facilities	E		✓	✓	✓
Management at a senior level in a similar role within a medium to large organisation or comparable commercial experience	E		✓	✓	✓
Significant experience of managing contracted out services (e.g. PFI, LIFT, Hard and Soft FM out sourced services)	E		✓	✓	✓
Experience of leading the strategic developments and implementation of new build projects	E		✓	✓	✓
Experience of project management including new builds	E		✓	✓	
Detailed knowledge of British and European building and health safety legislation	E		✓	✓	
Experience of working within the Public Sector	E		✓	✓	✓
Budgetary management experience	E				
Experience of negotiating with external bodies i.e. planning authorities and HSE and large scale projects to ensure value for money		D	✓	✓	
Experience of working with Executive Board Teams		D	✓	✓	

Criteria	Essential or Desirable Criteria Assessment Method		Assessment Method			
			A	I	T	R
Experience and knowledge of relevant legislation with regards to pre-employment checks		D	✓	✓		✓
Key Skills						
Excellent communication skills both written and oral, with the ability to liaise and negotiate effectively at all levels	E			✓	✓	
Ability to think strategically and develop practical plans to implement the Estates Strategy	E			✓	✓	
Strong leadership skills with the ability to motivate and challenge others	E			✓		
Ability to work under pressure and to work flexibly	E			✓		
IT Literate	E		✓	✓	✓	
Evidence of a commitment to and delivery of staff and organisational development		D		✓		
Ability to influence and negotiate at all levels	E			✓		
Commitment to public service values e.g. transparency, probity and accountability	E			✓		
Thorough understanding of the PFT, specifically contractual and commercial elements of hard and soft service/facilities management services arrangements	E			✓		
Thorough understanding of Health and Safety legislation and its implications	E			✓		
Ability to write complex reports and business cases to present information in a variety of formats suitable to the audience	E			✓		
Ability to manage complex and multi-disciplinary and matrix teams	E			✓		
Ability to use complex information, requiring analysis, interpretation, comparison of range of options	E			✓		
Evidence of ability to deliver to tight and challenging deadlines, managing complex and multiple area work	E			✓		
Advances technical ability to use and utilise CAD design equipment	E			✓		
Other						
Awareness and respect for colleagues, patients and relatives cultural, religious and emotional needs and beliefs	E			✓		
Professional appearance and behaviour	E			✓		
Good previous attendance record	E					✓
Must be eligible to work in the UK	E			✓		

Assessment Criteria: A = Application, I = Interview, T = Test, R = References



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