



Director of Capital Delivery – Redevelopment

Candidate briefing pack

July 2024

About Us

At Imperial College Healthcare NHS Trust we provide acute and specialist healthcare to over 1.3 million people a year.

Formed in 2007, we are one of the largest NHS trusts in the country, with more than 15,000 staff.

We are a member of the North West London Acute Provider Collaborative, a collaborative partnership with the other acute NHS trusts in the sector – Chelsea and Westminster Hospital NHS Foundation Trust, The Hillingdon Hospitals NHS Foundation Trust and London North West University Healthcare NHS Trust.

We work together to make the most effective use of our collective resources to provide better care, for more people, more fairly. Between us, we run 12 hospitals, employ 33,000 staff and serve a population of over 2.2 million.

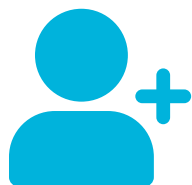
We remain independent organisations with separate trust boards; however, we share a chair in common across the four acute providers and the boards operate within a board in common structure. More detail on the governance structure of the collaborative is included in the corporate governance report.

With partners Imperial College London, The Institute of Cancer Research, London, The Royal Marsden NHS Foundation Trust and Chelsea and Westminster Hospital NHS Foundation Trust, we form the Imperial College Academic Health Science Centre (AHSC).

We are one of eight academic health science centres in England, working to improve health and care through the rapid translation of discoveries from early scientific research into benefits for patients.



The Trust in Numbers



1,339,000

Patient contacts

(including inpatients, outpatients and day cases)



264,000

Emergency attendees

(including A&E and ambulatory emergency care)



9,400

Babies born



32,600
















Operations



96%

Positive overall rating of care for inpatients

OUR STAFF

 <p>2,108 Admin and clerical</p>	 <p>777 Allied health professionals (qualified)</p>	 <p>123 Allied health professionals (support)</p>
 <p>1,090 Ancillary</p>	 <p>48 Doctor (career grade)</p>	 <p>1,294 Doctor (consultant)</p>
 <p>1,913 Doctor (Trust and training grade)</p>	 <p>4,325 Nursing and midwifery (qualified)</p>	 <p>1,260 Nursing and midwifery (support)</p>
 <p>159 Pharmacist</p>	 <p>9 Physician associate</p>	 <p>888 Scientific and technical (qualified)</p>
 <p>437 Scientific and technical (support)</p>	 <p>782 Senior managers</p>	 <p>15,213 Trust total</p>

OUR STUDENTS



1,221

Medical students



572

Nurses in education,
pre-registration

OUR FINANCE



£0.2m surplus

Out-turn

(deficit of £32.2m before adjustments
for impairments etc. *)



£1.6bn

Turnover



£15.8m

Efficiencies**



£141.7m

Capital investments, including
buildings, infrastructure and IT

OUR RESEARCH



1,000

Clinical research studies

Our Values

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals.

We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do.

We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do. We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.



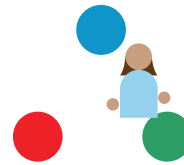
KIND

We are considerate and thoughtful, so you feel respected and included.



COLLABORATIVE

We actively seek others' views and ideas, so we achieve more together.



EXPERT

We draw on our diverse skills, knowledge and experience, so we provide the best possible care.



ASPIRATIONAL

We are receptive and responsive to new thinking, so we never stop learning, discovering and improving.



Our Redevelopment Strategy

Supported by funding from the New Hospital Programme funding from the Department for Health and Social Care the Trust is progressing its plans for major redevelopment and refurbishment at its St Mary's, Charing Cross and Hammersmith/Queen Charlotte's and Chelsea sites.

The first phase will be a full redevelopment of St Mary's Hospital in Paddington, reflecting where need is most pressing as well as opportunities linked to wider regeneration of the area.

St Mary's Hospital, Paddington will continue to be one of four major trauma centres for London with strong links to the Urgent Care Centre and the Emergency Pathway. The redevelopment of the SMH campus will provide new accommodation for services currently located on the site including inpatients and outpatients, ambulatory and critical care, operating theatres, the emergency pathway and clinical and non-clinical support. An integrated 'front door' on site will provide strong links to primary, community and mental health providers. St Mary's will be a hub for research, innovation and education.

Charing Cross Hospital, Fulham hosts the hyper acute stroke unit for the region and provides a range of acute and specialist care. The redevelopment will build on its growing role as a hub for integrated care, with a 24/7 full A&E service and particular expertise in frailty care

Hammersmith Hospital, Acton - a specialist hospital renowned for its strong research connections. It offers a range of services, including renal, haematology, cancer and cardiology care, and provides the regional specialist heart attack centre. As well as being a major base for Imperial College, the Acton site also hosts the clinical sciences centre of the Medical Research Council.

Queen Charlotte's & Chelsea Hospital, Acton – will continue its role as a specialist maternity, women's and neonatal care hospital and significant base for translational research.

Western Eye Hospital, Marylebone – will continue its role as a specialist eye hospital with a 24/7 A&E department though this will be relocated within another of our hospitals.

Our Trust Strategy

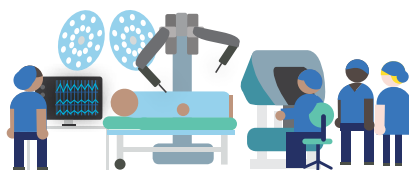
The Trust strategy to deliver 'better health, for life' is rooted in a set of core values – to be kind, aspirational, collaborative and expert – and focused around three strategic goals: to help create a high quality integrated care system with the population of North West London; to develop a sustainable portfolio of outstanding services, and; to build learning, improvement and innovation into everything we do.

The estate is a key enabler in realising this vision and clinical strategy. It is therefore imperative that we plan for major redevelopment of all of our hospital sites.

Our Trust Strategy



1. To help create a high-quality integrated care system with the population of north west London



2. To develop a sustainable portfolio of outstanding services



3. To build learning, improvement and innovation into everything we do

Building Better Hospitals

All three of the Trust's main sites are included in the Government's New Hospital Programme. This includes a full rebuild of St Mary's and major refurbishment and some new build at both Charing Cross and Hammersmith hospitals. A new Western Eye Hospital is expected to be incorporated into whichever is the most suitable of the developments.

St Mary's

St Mary's Hospital has been treating patients and making healthcare breakthroughs since it first opened in 1845, but its sprawling patchwork of aging buildings are crumbling. Our communities, patients, and staff – and the wider NHS – deserve better.

Not only is St Mary's the only acute inpatient hospital in Westminster and London's busiest trauma centre, it is also a world-renowned teaching and research hospital.

We need a bigger, better St Mary's to respond to the changing and growing health needs of our local population over the coming decades. And the need is increasingly urgent if we are to ensure our future in Paddington and avoid major building failures that put services at risk.

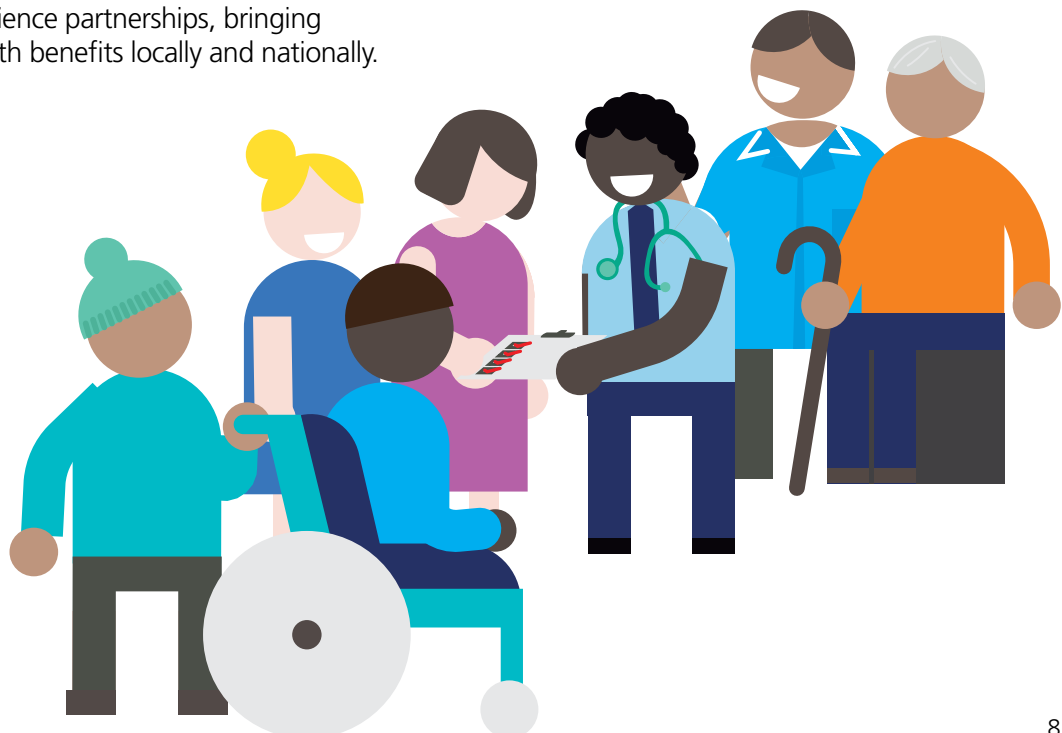
At the same time, the redevelopment of St Mary's offers additional opportunities – to create a new and vibrant neighbourhood, centred around our research and life science partnerships, bringing economic and health benefits locally and nationally.

Charing Cross and Hammersmith

We are finalising first stage business cases for both our Charing Cross and Hammersmith schemes. We expect to publish summaries of the cases, as we did for St Mary's, in early 2024. We are also working up an engagement programme to share these high level plans and options with patients and local communities and to gather feedback and suggestions.

Due to the nature of these sites, we have always anticipated phasing the main building works over a number of years. By progressing our business cases, we can be ready to make use of smaller amounts of capital funding allocations from the New Hospital Programme as and when they become available.

In terms of enabling works, we are undertaking a number of ground and geotechnical surveys that will inform our design work and we have re-bid for £39.5m of additional funding to create a new energy centre at Charing Cross. The energy centre, following on from works last year to install a new air source heat pump, will allow us to meet the hospital's growing energy requirements and to do so in a way that is greener and more sustainable overall.



Job Description

SALARY BAND:	9
LOCATION:	St Mary's Hospital
RESPONSIBLE TO:	Redevelopment Director
ACCOUNTABLE TO:	Redevelopment Director
HOURS PER WEEK:	37.5

AIM OF THE ROLE:

Imperial College Healthcare NHS Trust has an ambitious redevelopment programme to replace our aging and unsuitable estate with a modern, welcoming and inspiring environment that enhances the health and well-being of our patients, staff and visitors. The redevelopment programme will support the Trust's vision of "Better health for life." The programme consists of major projects at St Mary's, Charring Cross and Hammersmith Hospitals.

The redevelopment programme is driven by three main needs:

- To support better care: Deliver optimal clinical outcomes in a modern care setting which supports the provision of integrated specialist services to help patients recover quickly and remain well.
- To improve patient experience: Provide services in an environment that is as stress free as possible for patients, their carers and families, and ensure all staff are enabled to work safely and effectively.
- To replace ageing buildings: Replace outdated buildings with a state-of-the-art modern hospital that is efficient, adopts best practice in healthcare design and technology, and is flexible to adapt to future changes in clinical use.

The redevelopment programme will provide:

- A world class estate that's future proof, adaptable and flexible
- An excellent environment for healing
- A world class hub for transitional biomedical research
- Transformation and new ways of working
- A technology-led digital environment
- Net zero carbon infrastructure
- A great environment to live, work and learn in a sustainable community

The successful delivery of the redevelopment programme is essential to supporting Imperial College Healthcare NHS Trust's ambitions to continue to be a leading centre of clinical, education and research expertise. The redevelopment programme is highly complex and will be a multi-phase development with a funding requirement of £3-4bn.

Job Summary

Reporting directly to the Redevelopment Programme Director the Capital Delivery Director is responsible for overseeing the planning, design, and construction of major capital projects within the organization.

This role ensures that projects are completed on time, within budget, and to the highest quality standards. The CDD will lead a team of project managers, architects, engineers, and other professionals, while coordinating with internal stakeholders and external contractors to deliver exceptional results.

This role is central to achieving Imperial's strategic ambitions, and is a key member of the Redevelopment senior leadership team.

Key areas of responsibility include:

- Lead and manage the redevelopment projects design and construction team.
- Develop project scopes, budgets and programmes.
- Ensure projects meet the organisational goals and aspirations and are compliant with all relevant guidance, standards, laws and regulatory requirements.
- Develop and execute the commercial strategy for the appointment of advisors and contractors.
- Monitor and report on project progress and status to internal and external stakeholders and implement corrective measures where necessary.
- Ensure a suitably resourced projects team is in place.
- Identification of risks and issues and implementation of appropriate mitigation measures including management of change.
- Develop plans and designs to deliver the Net Zero Carbon and Digital goals for the new hospitals.
- Develop and implement safety and quality assurance.
- Foster a strong team ethic working collaboratively with the Redevelopment Programme Director, the Redevelopment Senior Leadership Team and a number of key internal and external stakeholders.

The role is highly autonomous, requiring interpretation of national policy and strategies, and involves the analysis, synthesis and regular communication of complex, sensitive and contentious information within the Trust and with external stakeholders. The post holder:

- Leads the delivery of the Redevelopment capital plan delivering healthcare facilities that meet the clinical, research and educational needs of the Trust, providing expert, specialist professional support to design and development.
- Is responsible, as the Trust's expert in estate development, for converting the Trust's clinical service strategy and investment strategy into reality, managing the redevelopment capital projects teams for major projects.
- Leads the planning process and engagement with strategic stakeholders within the Trust and externally, acting as an ambassador for the Trust and taking responsibility for complex, challenging and sensitive negotiations at the highest level.
- Builds high quality relationships with hospital engineers and estates professionals; as well as clinical service leads, to ensure consistency of approach and to ensure critical interdependency risks are transparent and managed. This will involve highly challenging interactions.
- Leads the training and development of professional staff involved in project management to ensure sustainability of technical expertise in the capital development workforce.

This role will directly support the development of these redevelopment proposals.

The post holder will be professionally accountable for development and implementation of delegated objectives, tasks and duties within the Trust's Investment Programme and will be required to:

- Work as a senior member of the Redevelopment Team.
- Be responsible for management of the redevelopment capital programme including production of design briefs, feasibility studies, design management, procurement of professional advisors, contractors and delivery of works.

- Provide expert reports presenting relevant information and support the production of business cases, risk management, financial and progress reporting activities.
- Working collaboratively with the Head of Governance and Business Planning supporting the work of the PMO to provide assurance of effectively project delivery.
- Support close working with the other corporate functions, including engagement with clinical and operation leadership.
- Act as delegated budget holder.
- Provide senior project leadership and senior support including deputising the Redevelopment Director as required.

The CDD will work closely with the Redevelopment Clinical Design Director and Head of Governance and Business Management to ensure the overall redevelopment planning and programming is consistent and co-ordinated at all times.

Day to day, as the most senior lead, the post holder will directly line manage a team of senior project managers, project managers, technical experts and administrative support staff, providing leadership, advice, coordinating input and monitoring progress.

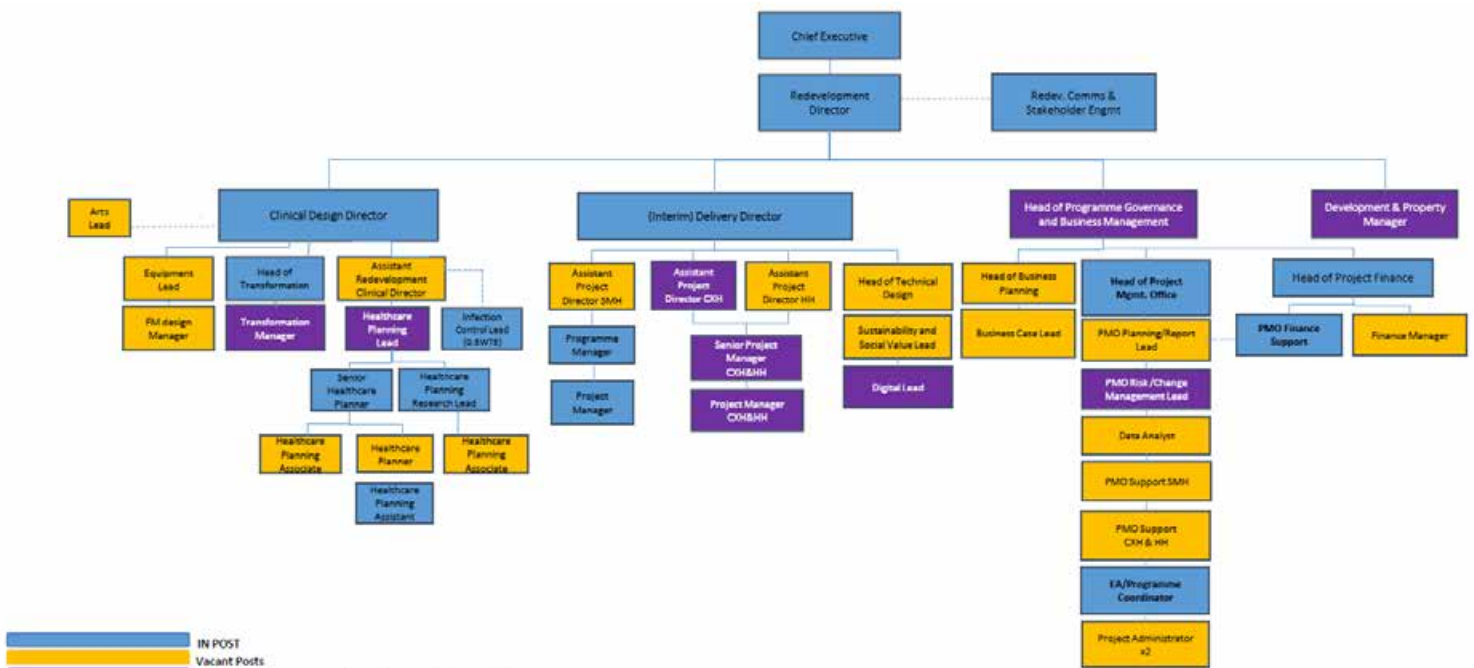
The post holder will also act as the key commercial and managerial lead in day to day external relationships with the professional design and project management teams and the Trust’s externally procured Due Diligence and Compliance Team.

Key working relationships:

As Capital Delivery Director for the Redevelopment Programme, the post holder will work on behalf of and report directly to the Redevelopment Director and through him, the SRO (the Chief Executive) and the IDM (the Trust Board). The post holder will perform a key role in the day-to-day management and coordination of the work associated with the redevelopment programme, related projects, sub projects and management of their independencies.

The post holder will also be required in the execution of these duties to liaise on a regular basis with Trust clinical and support staff at all levels.

The post holder’s role in the organisation reporting line is indicated below:



Key result areas:

- To create and maintain a professional projects environment to deliver the objectives of the redevelopment programme.
- To provide leadership and professional advice to direct reports, colleagues and the Board.
- To work effectively within management and process systems.
- To provide information in the preparation of business cases.
- To lead in the preparation of project progress reports.
- To support surveys and preparations of drawings, specifications, and proposal or tender documents.
- To maintain oversight of delegated redevelopment projects, to liaise and coordinate the work of redevelopment leads and direct reports in delivery of assigned tasks.
- To ensure delivery in line with management supervision, quality, project procedures to time and to budget as agreed.
- To participate for the design, delivery, operational commissioning of replacement health service buildings on behalf of the Trust.

MAIN TASKS AND RESPONSIBILITIES:

Leadership and organisational development

- Actively promote good communication and employee engagement exemplifying the values and behaviours of the Trust.
- Promote effective leadership encouraging 'one team' working.
- Lead and manage all accountable staff.
- Take responsibility for the allocation or alignment of resources, skills and input within the Project Team to meet the demands of the Project/Programme, including any external contributions from appointed consultants and other stakeholders.
- Lead the reconfiguration of working practices and strategic resource levels required to achieve on going optimum flexibility in the workforce to service anticipated and existing business.

- Foster a collaborative and kind work environment.
- Provide visible leadership to promote a fair and just culture that is responsive to the needs of diverse staff.
- Contribute to talent management and succession planning.

Project planning and execution

- Develop project scope, budgets and programmes.
- Ensure projects meet organisational priorities and goals.
- Ensure projects meet all regulatory guidance, best practice and industry standards.
- Monitor project progress and adjust plans to ensure successful completion.

Design

- Oversee the design processes and outputs ensuring high quality, detailed technical briefs are developed for implementation by design professionals.
- Review and approve design plans and specifications and ensure co-ordination and collaboration with colleagues and stakeholders where their sign-off is required.
- Ensure projects meet the Net Zero Carbon standards.
- Ensure all fit-outs, refurbishments and new builds meet required technical standards and specifications.

Capital delivery

- Oversee the selection and management of contractors and professional advisors.
- Oversee the efficient delivery of the capital programme from scheme design to scheme implementation, ensuring effective project management of capital projects, with stakeholder engagement and patient involvement.
- Identify and deliver decant projects to facilitate the estate development programme.
- Ensure that all projects are delivered to a high quality design standard achieving required patient safety standards and engineering standards within the resources available.

- Ensure the production of high quality business cases through providing quality assured support in design, cost estimating and technical content.
- Advise on capital procurement processes and develop these to ensure the Trust's capital projects are appropriately procured and provide value for money.
- Ensure compliance with Design Standards, Technical Assurance and Control in order to meet statutory compliance obligations.
- Ensure construction activities are performed safely.
- Manage interfaces with Trust teams including Digital, Sustainability, Infection Control, Fire, and Engineering to ensure quality outcomes.
- Ensure all projects are designed and delivered in accordance with CDM regulations including appointment of competent persons, the delivery of Health and Safety plans and meeting all requirements of the Building Safety Act.
- Engage contractors in accordance with appropriate forms of contract and the Trust's Standing Financial Instructions, monitor progress and take action to correct poor performance.
- Manage statutory compliance and best practice compliance with regard to:
 - Construction design and management regulations
 - Fire safety
 - Asbestos management
 - Control of legionella
 - Property related health and safety
 - NHS Health Building Notes (HBN) and Health Technical Memoranda (HTM) design guidance documents
 - Sustainability
 - Equality
 - Building Safety Act
- Work closely with operational teams to ensure the implementation of capital projects has minimal impact on the operations of the hospital.
- Ensure the provision of regular high quality reports to the Trust Board and sub-committees reflecting progress in capital schemes.

Reporting and collaborative working

- Lead, develop and manage effective contract procurement and commercial relationships with consultants, contractors and supply chain, focusing on delivering quality outcomes. Lead, complex negotiations at the highest level.
- Provide technical support and assurance to ensure high quality business cases are presented for Board decision-making.
- Ensure compliance with design standards.
- Work closely with the Head of Governance on the design and implementation of a robust governance, assurance and reporting framework.
- Lead interfaces with key stakeholders, working closely with healthcare planning and communication teams, ensuring that interfaces and communications with all stakeholders are effective.
- Contribute to the communications and engagement delivery plan that aligns to key programme milestones to support the priorities for corporate communications and engagement activity.
- Manage the interface with Trust appointed technical advisers on issues including digital, FM planning/life cycle costs, sustainability, technical compliance etc.

Financial management

- Ensure that capital projects are delivered to time, cost and quality, achieve value for money and meet all financial targets.
- Develop and manage project budgets.
- Ensure financial accountability and transparency.
- Budget holder for several highly technical specialist and professional services.

Skills

- Strong leadership and team management.
- Excellent project management and organisational abilities.
- In-depth knowledge and design and construction processes.
- Proficient in project management tools and data handling and analysis.
- Strong financial management.
- Excellent communication and interpersonal skills.
- Ability to work effectively with diverse stakeholders.
- High ambiguity tolerance.
- Kind.

Corporate responsibilities

- Be a key member of the team setting and delivering the long-term strategic estate development agenda for the Trust.
- Work in a strong and effective corporate manner, working with key stakeholders including to ensure programme development and generate highly effective outcomes.
- Deputise for the Redevelopment Director as necessary.
- Actively promote and champion the equality, diversity and inclusion ambitions of the Trust.

Personal development

- Ensure that professional knowledge is continuously updated and training undertaken if appropriate.
- Maintain expert knowledge of current technological and best practice developments across relevant project / programme management field.
- Participate in the Trust's performance review process where objectives will be agreed, performance monitored and personal development needs discussed.

Other

- From time to time, to provide support to colleagues undertaking other duties as required, which are consistent with the grade and nature of the post. The role includes work on special projects as they arise.
- Work flexibly and undertake other duties commensurate to the grade as required.
- Requirement to work at any other site used by the Trust, partners or clients.

ADDITIONAL INFORMATION

Medical examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunisation, will be regarded as a breach of contract.

Equal opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Safeguarding children & vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

Disclosure and Barring Service/ Safeguarding children & vulnerable adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found [here](#).

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

Professional registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

Work visa/Permits/Leave to remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

NHS Constitution

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are encouraged to access the full document [here](#).

Dignity and respect

The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

Confidentiality/Information Quality Assurance/Freedom of Information

The post holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions. Nonetheless the post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

Risk management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Health, safety and security

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict Non-Smoking Policy.

Conflict of interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or non-executive director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

- **Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic

therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

- **Non-clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up-to-date with the latest infection control guidance via the documents library section on the intranet.

Clinical governance and risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping.

No smoking

The Trust operates a smoke free policy.

Professional association/ Trade union membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.

Person Specification

		Assessment Method
EDUCATION		
Essential		
<ul style="list-style-type: none"> • First degree or equivalent in a construction related profession • Postgraduate qualification at masters level or or equivalent experience • Membership of relevant professional body 	Application form/CV	
Desirable		
<ul style="list-style-type: none"> • Evidence of continuous education and training • Diploma in Project Management • Prince 2 Project management qualification 		
EXPERIENCE		
Essential		
<ul style="list-style-type: none"> • Experience of working in a complex organisation at senior management level for a period of a least 5 years • Capital experience that makes you an expert and leader in your field • Management of significant budgets • Experience dealing with the Department of Health and HM Treasury • Leading multi professional teams • Working at or with Board level directors • Business case development for major projects • Understanding of risk management systems and processes • Commercial experience contracting with • Strong knowledge of construction methodologies • Good understanding of MEP systems in healthcare 	Application form/CV/ interview	
Desirable		
<ul style="list-style-type: none"> • Senior manager level experience in public sector for 3-5 years • A good understanding of performance management methodology and processes • Experience of using ProCure22 (P22) framework for the development and delivery of NHS capital schemes • Understanding of NHS corporate governance and controls assurance requirements • Sustainability qualifications 		

	Assessment Method
SKILLS	
Essential	
<ul style="list-style-type: none"> • Leadership skills and able to influence across internal and external boundaries and get results • Highly developed verbal and written communication skills • Aptitude in working with ambiguity • Strong collaborator and teamworker • Excellent ability to establish and maintain a positive culture and working environment • Strong business acumen, commercial knowledge and awareness • Extensive knowledge and experience of working across health systems at or near Board level • Ability to manage and meet priorities and deadlines • Flexibility of thinking • Strong innovative thinker • Good technical skills in standard business systems (e.g. Microsoft Office) • Analytical skills, drawing out key points and analysing complex data • Ability to conceptualize the end vision while attending to the detail • Able to develop cost effective and straight forward systems to convey complex messages simply • Preparing and presenting reports on complex issues to a range of audiences • Proactive in driving initiatives and programmes and able to deliver against challenging milestones and targets to timescale • Personal and professional demeanour and credibility that generates trust and confidence in others • Ability to manage conflict resolution 	Application form/ interview
Desirable	
<ul style="list-style-type: none"> • Confident and positive approach to work 	
PHYSICAL QUALITIES	
<ul style="list-style-type: none"> • Such as to meet the requirements of the role with any reasonable adjustments 	
VALUES	
<ul style="list-style-type: none"> • Demonstrable understanding of and ability to consistently meet Trust values 	

How to Apply

The closing date for applications is **TBC**.

Applications should include:

- A covering letter explaining why the appointment interests you, how you meet the appointment criteria and what you specifically would bring to the post.
- A Curriculum Vitae (CV) with education and professional qualifications and full employment history. Please include daytime and evening telephone contact numbers and email addresses. The CV should include names and contact details of three referees. References will not be taken without your permission.
- A completed **Diversity Monitoring Form** and **Fit and Proper Person Monitoring Form**.

Please note that the information you provide will be treated as confidential and is for monitoring purposes only. It will not form part of the application process.

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

If you would like to have an initial conversation, please contact Brendan Davies at our recruitment partners Hunter Healthcare on 07585 356985 or by email: **bdavies@hunter-healthcare.com**.

KEY DATES:

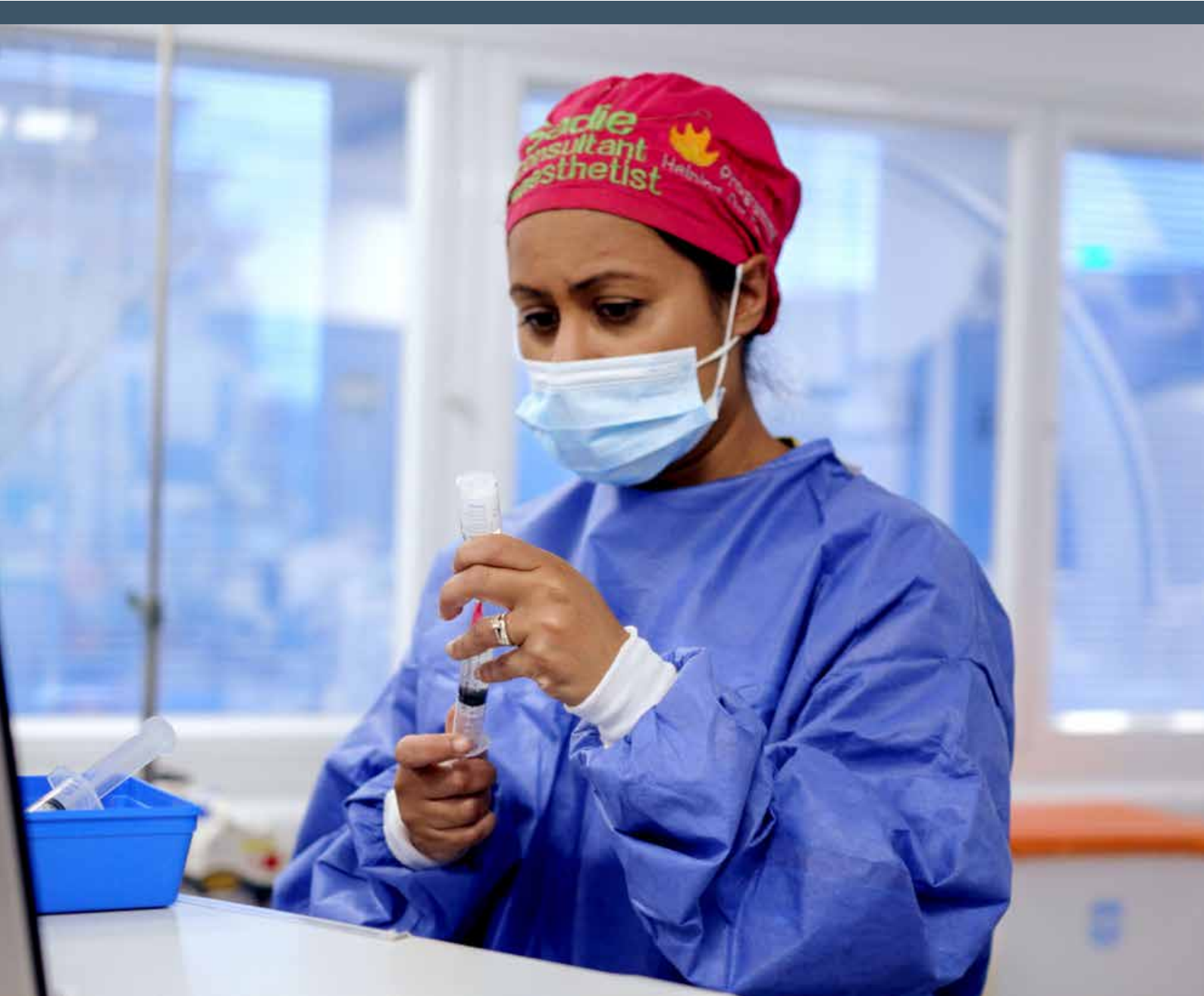
Application Deadline	TBC
Shortlisting	TBC
Interviews	TBC





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