



Deputy Director of Estates, Facilities and PFI

CANDIDATE INFORMATION PACK

NOVEMBER 2025

Welcome

Thank you for expressing an interest in the Deputy Director of Estates, Facilities and PFI post at Portsmouth Hospitals University NHS Trust (PHU).



This is an exciting opportunity to support the Estates and Facilities management function within a newly established NHS Group, operating at one of the largest acute hospitals in the country, and working closely with a unique island healthcare provider. The role focuses on ensuring safe and compliant Estates and Facilities operations across our PHU sites. You will be responsible for maintaining the highest standards of management and driving continuous improvement across the Estates and Facilities portfolio to support safe, high-quality, patient-centred outcomes.

In 2023, we further strengthened our partnership by forming an NHS Group between PHU and IWT. The Group is not a merger of our Trusts but a formal collaboration designed to enable greater joint working and innovation across both organisations. By combining our strengths, we are creating opportunities to improve and expand services across our sites, allowing patients to benefit from the shared expertise and experience of both teams.

We have established a leadership structure that enables focused joint working to plan for the changes required to ensure long-term clinical and financial sustainability, while maintaining dedicated leadership for day-to-day delivery within each Trust. The Group is led by a single Executive Team, supported by Trust Leadership Teams at both PHU and IWT, fostering a collaborative approach that brings the best of both organisations together.

We are proud to have been rated “Good” overall by the Care Quality Commission (CQC) across both PHU and IWT, following comprehensive inspections in 2022 and 2021 respectively. These inspections recognised our strong leadership, effective use of resources, and the quality of care provided to our patients. While we have made significant progress, we are committed to continuous improvement and have robust plans in place to address the areas identified for further development.

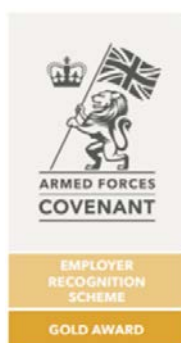
Looking ahead, we are strategically shaping our future in line with our Clinical Strategy. One of our key ambitions is to strengthen the alignment, responsiveness, and strategic positioning of our estates and facilities function to best support our core objectives as a Group. This new phase of our journey presents an exceptional opportunity for a visionary leader to play a pivotal role in delivering an estate that truly supports our clinical ambitions, our people, and the communities we serve.

Information about the Trusts and latest reports are available via our websites www.iow.nhs.uk and www.porthosp.nhs.uk.

For an informal conversation about the post, please contact Brendan Davies at our recruitment partners, Hunter Healthcare by email: bdavies@hunter-healthcare.com or phone: **07585 356985**

Mark Orchard

Deputy Chief Executive Officer
and Chief Financial Officer
Isle of Wight NHS Trust and
Portsmouth Hospitals University NHS Trust



About Portsmouth Hospitals University NHS Trust

With a turnover of c.£1bn, PHU provides comprehensive secondary care and a number of specialist services to a local population of 675,000 people across South East Hampshire.

The Trust also offers some tertiary services (including the Wessex Renal and Transplant Unit) to a wider catchment in excess of two million people. The Trust employs over 8,700 staff and is the largest employer in Portsmouth. Our busy Emergency Department treats in excess of 166,500 patients each year. We also undertake 65,000 day cases and carry out over 9,600 inpatient operations.

Our maternity services deliver around 5,300 babies per year, making it one of the largest maternity services on the south coast. In July 2022 we were rated Good by the Care Quality Commission for the second time.

Most services are provided at Queen Alexandra Hospital in Cosham. Included within the modern buildings are:

- Over 30 theatres – with a dedicated endoscopy centre.
- State-of-the-art linear accelerators.
- New Emergency Department
- Purpose built interventional radiology suites, MRI scanners, CT scanners and a PET scanner.
- State of the art pathology laboratory.
- Neonatal Unit, Level 3.
- Hyper Acute Stroke Unit supporting the third largest stroke service in the country.
- Superb critical care facilities.
- Second generation surgical robots – one of the largest robotic-assisted surgical programmes in the UK.

We also offer a range of outpatient and diagnostic facilities closer to patients' homes in community hospital sites and at local treatment centres throughout South East Hampshire.



These include St Mary's Portsmouth (midwifery & dermatology services), Gosport War Memorial Hospital, including the Blake Maternity Unit (Urgent Care Centre, rehabilitation services and diagnostics), Petersfield Community Hospital (the Cedar Rehabilitation Ward the Grange Maternity Unit), Fareham Community Hospital (rehabilitation services and outpatient clinics) and Havant Community Services (diagnostics and outpatient clinics).

In 2020 PHU was awarded university hospital status. This has helped bring significant benefits to patients, students and colleagues in the community. This Trust has also become a major provider of undergraduate and postgraduate education, working with three universities (Southampton, Portsmouth & Bournemouth). Our hospital also hosts the largest of five Joint Hospital Groups in England. Personnel from all three Armed Services are fully integrated within the Trust, working alongside their civilian counterparts, helping to treat and care for patients from the local and surrounding communities.

Recruiting and maintaining a high-quality workforce is a major priority. This includes the workforce associated with the Joint Hospital Group, South. Attracting and retaining a high-calibre workforce remains a strategic priority.

The implementation of the Single Corporate Service, alongside improvements in our operational practices, is critical to ensuring the continued delivery of safe and effective healthcare services.

In tandem, we are investing considerable effort into strengthening staff retention, recognising its essential role in maintaining service continuity and safeguarding the quality of care. The Trust has been highly successful in apprenticeship schemes and has achieved national recognition.

This is proving to be a great source for future recruitment and the vast majority of apprentices that have been trained have gone on to full time employment. This is an area of increasing focus as we aim to grow a local workforce for the future.

Research and innovation thrives within the Trust which plays a key role in developing multi-disciplinary research and strengthening nursing research ambitions. There are 150 research staff across clinical specialties, increased participation in clinical trials and we receive £8 million in major grants for our research activity.

To find out more about Portsmouth Hospitals University NHS Trust visit the [website](#).



Portsmouth Hospitals University NHS Trust

About Isle of Wight NHS Trust

The trust employs around 2,700 staff and has a turnover of £280m. Operating as part of the Isle of Wight health and care system, IWT provides both acute and ambulance services with significant opportunities to deliver integrated urgent and emergency care.

Acute Care Services

Based at the heart of the island, with 280 beds and handling 22,685 admissions each year, St Mary's Hospital in Newport is our main base for delivering acute services for the island's population. Services include the Urgent and Emergency Department, medicine, planned surgery, intensive care, comprehensive maternity, Special Care Baby Unit (SCBU) and paediatric services (1,338 births last year).

Over the last three years we have invested in excess of £50m into our estate as part of our Investing in Our Future programme, including over £12m into our new Community Diagnostic Centre. We have also refurbished our Emergency Department and expanded the ICU.

We have also opened a dedicated ophthalmology theatre and recovery unit to deliver high quality and timely ophthalmic care.

Ambulance Services

The island's ambulance service delivers all emergency and non-emergency ambulance transport for the island's population. With 21,712 emergency calls and 25,292 emergency vehicles dispatched each year the service operates from a single base across the Island.

The service is also responsible for transporting patients to mainland hospitals when required.

A new ambulance station was also officially opened by HRH The Duchess of Gloucester in 2023, providing a significant upgrade of training and welfare facilities to support the growing demand on the island's urgent and emergency care services.

To find out more about Isle of Wight NHS Trust visit the [website](#).



Our shared vision

Isle of Wight NHS Trust (IWT) and Portsmouth Hospitals University NHS Trust (PHU) have a shared vision which sets the ambition for both trusts:

“WORKING TOGETHER TO DELIVER EXCELLENCE IN CARE FOR OUR PATIENTS AND COMMUNITIES”



Working together...

We are ambitious for what we can deliver for our communities and people. We work together – within teams, across teams in each hospital, across our two hospitals and with partners in the wider health and care system – to deliver our vision.



to deliver excellence in care...

We will always pursue excellence. Delivering excellence in care means providing the best possible outcomes and experience, with services that are efficient and sustainable.



for our patients & communities

Listening and learning, we serve alongside families, carers, our people and our partners to meet the needs of our patients and communities.



Our values

Each Trust has four core values that were developed through extensive engagement with staff and that describe how we expect each of us to work together and provide care for our patients. All of us who work at IWT and PHU, whatever our role, commit to upholding these values.

We seek to create a culture that enables us to take prompt action when we observe behaviours that are not in line with our values and support each other to do that. To help us live our values, we have described the behaviours that we expect of each other in each Trust.

Our aligned behaviours were developed with staff, to create the culture required to deliver our vision, in each Trust and together.

IWT Values



Compassion



Accountable



Respect



Everyone counts

PHU Values



For patients



With compassion



As one team



Always improving

Our strategic aims and true norths

Our shared strategic aims are the key priorities enabling us to deliver our vision, tailored to the next five years, describing what we are committing to do. They define our focus and give clarity to our people, partners and communities about what matters most and how we will do this. Associated with each strategic aim we have a True North, which guides us in assessing the impact and success of our actions in the delivery of our strategy.

Strategic Aim 1: We will meet the needs of the communities we serve

 True North: No avoidable delays for our patients



Strategic Aim 2: We will support safe, high-quality patient-focused care

 True North: Provide the best possible patient experience and eliminate avoidable harm



Strategic Aim 3 We will ensure our services are sustainable

 True North: Live within our means and eliminate waste



Strategic Aim 4: We will support our people to deliver on our vision

 True North: Be the best place to work



Strategic Aim 5: We will enable teams to deliver the best care

 True North: All of us able to improve



Delivering Excellence is how we deliver our vision. It translates our vision and ambitions into a clear set of actions making it easy for our people and teams to see the part they play and the contribution they make. First introduced in PHU, the improvement approach helps us to ensure the problems to be solved and the challenges to be overcome are being addressed in

a consistent way by those people best able to solve them. It breaks down our ambitions into smaller, meaningful improvements and directs our expertise and efforts into those things that are demonstrably going to make the biggest difference. It gives us confidence the actions each of us take every day are contributing directly to achieving our vision.

Working in partnership

Although the populations served by our organisations have distinct needs, we both face similar challenges which can be addressed by working together.

We have developed the Group model to reflect our commitment to working at scale, reducing duplication and sharing learning across our organisations, where it benefits patients, staff, and system partners, while retaining our strong local identities as providers of NHS services to our communities.

As well as unifying our Trust strategies 'Working Together, Improving Together' and developing our five shared ambitious aims, our joint Clinical Strategy underpins our commitment to putting patients at the centre of everything we do.

The strategy provides a blueprint for us to drive change in the way we think about, plan and deliver our clinical services, driving innovation and excellence to develop care models that prioritise the patient experience.

Our clinical services are supported by single corporate services that work across both organisations to ensure we provide clinically and financially sustainable services for all our patients and communities.

To help us achieve our shared vision and aims, we have several cross-cutting programmes that will further release the benefits of our Group model and focus our transformation approach. These are shown below:

Enabling programme	Description
Our clinical model and supporting workforce redesign	The design and implementation of a new clinical model and a redesigned workforce at QAH & SMH which leads to Isle of Wight services no longer being fragile (they have sustainable staffing levels and rotas that can be routinely filled) and, for both Trusts, lower risks held in services, lower use of temporary staffing and reduced vacancy rates.
Developing our shared leadership, governance and reporting systems	Creating the leadership and supporting governance arrangements at Board, executive, hospital, division and service levels, with the consistent reporting and control systems to enable the two Trusts to work as one.
Our digital systems	Creating the digital and data systems that streamlines processes, reduces duplication, enables clinical teams to provide high quality care for patients from either Trust and enables corporate services to work as one across the two sites.
Strategy deployment and improvement	Establishing and embedding a consistent improvement methodology across the two Trusts that translates our vision and ambitions into clear measurable actions that make it easy for our people and teams to see the part they play to improve care for our patients.
System strategic plans to rebalance demand and capacity	Working with system partners in the Isle of Wight and Portsmouth & SE Hampshire to develop, agree and implement system strategic plans that ensure patients receive the right care in the right place, leading to capacity and demand in balance and improved patient flow.

Our Estate

PHU operates Queen Alexandra Hospital (QAH), a PFI-managed estate opened in 2009. The development included a new seven-storey hospital building, pathology and rehabilitation blocks, a two-storey car park, and the refurbishment of existing facilities.

The PFI contract encompasses comprehensive facilities management services, delivered by over 1,000 staff, covering both soft and hard FM services across the QAH site.

Both Trusts recognise the critical role that the built environment plays in the quality of care provided and the experience of patients.

The Estate Strategy for each Trust should set out a vision for the development of the physical built environment and assets over the next five years, guiding decisions concerning the provision, purpose, and utilisation of space.

Where does the Estate Strategy fit in?

The new Group Estates Strategy developed in early 2026 will set out our shared vision for the development of the physical built environment and the Group's assets over the coming years, ensuring that all space is used efficiently and effectively.

The new strategy will be developed in consultation with stakeholders across both organisations and informed by patient engagement, staff feedback, and operational data. It will encompass land, buildings, and facilities, establishing the key principles that will guide decisions about the provision, purpose, and utilisation of space across the Group.

Built on a foundation of robust data and aligned with the ambitions of individual departments, the strategy will recognise the critical role that the built environment plays in the quality of care we provide, the experience of our patients, and the work environment for our staff.

Ultimately, it will provide the framework to support delivery of the Group's clinical strategies, now and in the future, ensuring that both PHU and IWT operate cohesively as a single, integrated organisation.



Our Strategic Estate Principles

Although the estate may appear to be a static immovable feature on the landscape, the way in which it is used needs to be increasingly flexible. We have developed six principles which we use to help assess how well new ideas fit with the overall strategy and vision.

Optimise the use of the built resources to meet clinical need

Property and buildings are a significant financial burden to the Group, and it is therefore imperative that space usage is understood and monitored. The cost of space will continue to be managed centrally but will increasingly be allocated to individual departments through service line reporting to ensure a clear link informs service strategies.

The use of peripheral sites will be monitored to ensure value for money and every attempt will be made to maximise the use of the estate for clinical benefit.

This principle will ensure action is taken to avoid premium space being occupied by low value activities where there is a clear clinical need and that such uses are proactively relocated to less valuable parts of the estate.

Improve the stakeholder experience in relation to the estate

The Estate Strategy must deliver tangible improvements to patient experience across the sites, measured by the Patient-Led Assessments of the Care Environment (PLACE) survey. Initiatives focussed on addressing these issues should be given priority and implemented quickly. While PLACE places a heavier emphasis on the services provided within buildings (cleaning, catering and patient care), rather than the buildings themselves, it is recognised that the patient experience is core to the overall Group strategy and can be relatively easily improved.

The Trust will continue its ongoing audit programme of the Group environment which reviews catering, cleanliness and condition on a continuous basis.

Maximise the contribution of the estate to the objectives of the wider system partnership

The Group fulfills (and Queen Alexandra Hospital in particular) fulfils a key role in the wider healthcare system. The strategy aims to ensure that decisions relating to how the estate is used and develops are positively contributing to the wider ambitions of the region and facilitating ambitions and objectives of the healthcare system as a whole.

Deliver value for money from the PFI project agreement

Key to delivering value for money under the PFI at PHU is to ensure Project Co. delivers its comprehensive lifecycle programme and other planned maintenance. The Trust must do everything reasonably possible to enable lifecycle activity to take place which will necessitate managing expectations of service users around works on site and focussing effort towards creating capacity to enable decant of wards and offices.

Drive improvements in the environmental sustainability of the estate

The Group recognises that its activities have both direct and indirect environmental impacts and sees the protection of the environment as an integral part of good institutional practice. The Estate Strategy will seek to deliver tangible reduction in our carbon footprint, energy usage; water usage and waste produced. Whilst these reductions are beneficial to the environment and sustainability, the Group would naturally expect to see a reduction in the costs of these services. Through close collaboration with our PFI partners the Group will realise these benefits which will then be passed on to our staff, patients and the wider community which we serve while ensuring the long-term sustainability of the Group. The strategy will aim to ensure the efficiency of the Estate whilst keeping in line with the Group's value always to improve.

Improve the benchmark performance of the estate against the Trust's peers

Overall performance places the Group below many of its peers in value for money terms. The Estate Strategy will target efforts to address these shortcomings where it is considered reasonable to and there are opportunities to improve performance for the public good.

Person specification

Job title:	Deputy Director of Estates, Facilities and PFI (PHU)
Reporting to:	Group Estates, Facilities and PFI Director
Accountable to:	Deputy Chief Executive
Pay Band:	8D
Notes:	As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply. For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

JOB PURPOSE

The primary purpose of this role is to support the Group Estates, Facilities and PFI Director in the development, direction and leadership of a high-quality estates and facilities contract and operational management function, with a primary focus on PFI. The post holder will ensure robust, intelligent management of its significant PFI contract.

The Deputy Director of Estates, Facilities and PFI will ensure delivery of a safe compliant Estates & Facilities services; responsible for the delivery of highest quality management to deliver continuous improvement across the Estates and Facilities portfolio of services to deliver the highest quality, patient centred services.

The post holder will be required to provide specialist and professional advice to Trust senior leadership team to include assurance in relation to statutory compliance and risk associated with the estate, infrastructure and facilities support services.

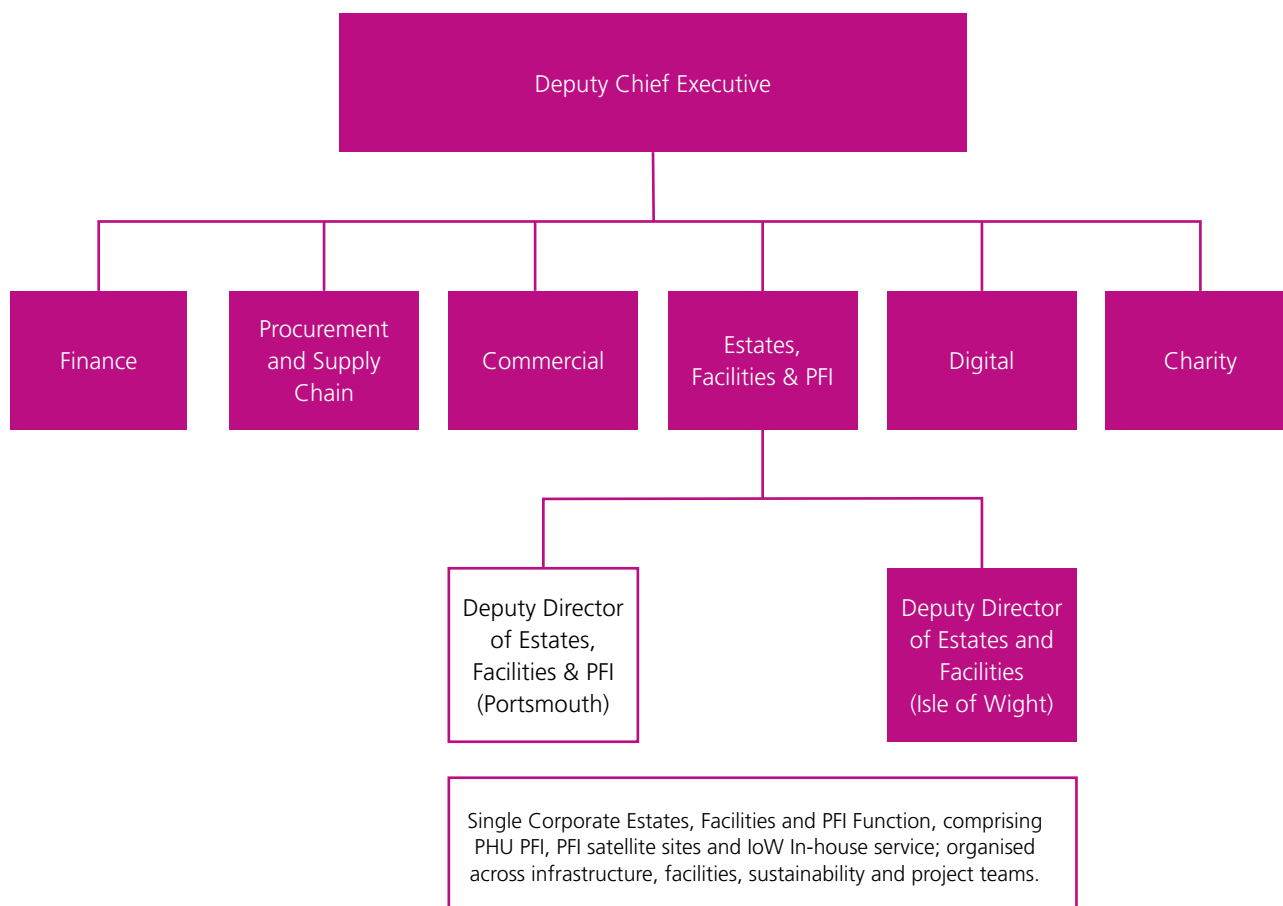
To create a professional department culture that ensures all staff are aware of how their activities contribute to success of the organisational aims, ambitions and values.

JOB SUMMARY

- The post holder will develop, deliver and review, alongside the Group Estates, Facilities and PFI Director the complex Estates Strategy in the context of the PFI during the operational phase and planning for hand-back.
- To provide leadership for strong and responsive PFI contract management across the department ensuring there is clarity around ownership of the PFI and retained estate contract management functions for all existing and new estates and facilities management related commercial contract arrangements. To support the development of the requisite governance arrangements which underpin these requirements.
- To manage the relationship and contract performance with PFI contracting parties and lead negotiation and review of services contracts to ensure the Trust receives high quality, efficient and cost-effective services that meet the Trust business and regulatory requirements, including identification and delivery of cost improvements.
- To represent the Trust in contract discussions and negotiations as well as contractual disputes (major and minor) with contractors which may become highly contentious or challenging.
- You will focus at all times is on the safe efficient and compliant provision of Estates, Facilities and PFI services to support the delivery of excellent healthcare and an outstanding patient experience.

- Ensure that you and Estates and Facilities team provide a professional service consistently to our patients and colleagues both within the trust and to our external stakeholders in a friendly and collaborative manner.
- You will bring a strong strategic and commercial awareness together with innovative ideas to ensure our plans and strategy can support the service requirements and ambition of the Trust.
- Lead and develop the services provided within Estates, Facilities & PFI including new ways of working and developing estates information and governance.
- Provide strategic and operational advice and lead for the Trust on PFI contract issues.
- Ensure compliance with statutory, regulatory and best practice of technical and engineering aspects of new developments, alterations and PFI life cycle works.
- Lead, review and support on-going improvements in PFI provider Hard FM performance and compliance.
- Review, develop, procure and manage external strategic and operational professional support services, including legal, technical consultancy advisors.
- Support the identification, investigation and resolution of complex issues arising throughout the Trust's Estate.
- Represent Estates & Facilities function on relevant committees.
- Contribute to the Development, implementation and maintenance of the Trust's Estate Strategy and preparation of PFI hand-back
- Prepare and submit capital and revenue business cases internally and externally.
- Manage budgets for Estates & Facilities services.

Organisational Chart



SPECIFIC CORE FUNCTIONS

- Provide strategic and operational advice on Estates & Facilities matters at a senior level to the organisation up to and including executive/board level working alongside the Group Estates, Facilities and PFI Director.
- Provide professional leadership and advice on all aspects of the Trust's Estates, Facilities & PFI portfolio to other CFO directorate staff, senior managers and Directors of the Trust.
- Advise, negotiate and act for the Trust on highly complex PFI, FM, Capital and Estates & Facilities issues locally, regionally and nationally.
- Act as the trust lead on PFI management and negotiation
- Deputise for the Trust's Group Estates, Facilities and PFI Director as required.
- Lead and be responsible for the professional development and set objectives in support of the corporate objectives for the Estates & Facilities various Heads of Service
- Participate in Trust initiatives aimed at improving services or value for Estates & Facilities services.
- Monitor changes in legislation, complex guidance, NHS standards and local developments, interpret, assess and ensure they are reflected, where necessary by negotiation with Service Providers, into the PFI contract.
- Ensure the Trust has a comprehensive suite of up to date Estates & Facilities Trust policies.
- Ensure there is a comprehensive contact management plan for Estates & Facilities services.
- Contribute to the development, implementation and maintenance of the Trust's Estate Strategy ensuring on behalf of the Trust that facilities are suitable for delivering the Trust's service strategies, compliance with the Trust's statutory obligations and offer best value.
- Ensure that the Trust's estate strategy and resulting policies and programmes reflect relevant national strategies and where appropriate the common objectives of local health care agencies.
- Prepare and submit capital and revenue business cases on behalf of the Trust in response to national and other initiatives.
- Participate in capital project teams/boards on behalf of the Trust, negotiating Deeds of Variation and Supplemental Agreements to the PFI contract.
- Develop and lead the Estates and Facilities Team on all the relevant Services of the Private Finance Initiative (PFI) contract.
- Develop, implement and maintain robust control and monitoring processes for the management of the PFI Estates FM contract, adopting a partnership approach to the relationship with the FM provider and the users of the facilities.
- To lead of PAM working with the Head of Facilities Management
- Establish regular communications with all Estates and FM Service Providers to review contract performance and drive continuous improvement.
- Prepare and negotiate with Service Providers PFI service specifications, service level agreements including contract amendments and variation enquiries in line with the standard payment mechanism.
- Act as Chairman for PFI contract management meetings and participate in other senior meetings.
- Ensure enforcement of financial and contractual penalties, imposed upon the Service Provider for non-performance against the PFI contract specification.
- Engage with the Trust's financial team to identify and resolve financial issues arising within the monthly PFI performance monitoring report.
- Manage budgets for Estates and Facilities services through the development of financial controls and monitor expenditure to ensure that services are delivered within the resources available.
- Authorise purchase requisitions and non-PO invoice payments.
- Develop with colleagues, Trust Users, The Hospital Company Portsmouth (THC); FM Services Provider; Head of Estates and Head of Projects arrangements and processes for the successful delivery of relevant aspects of the PFI life cycle backlog maintenance programme.

- Assist with the identification and implementation of cost improvement opportunities including energy and utilities consumption and cost and . Contribute to business cases for investment where required to implement opportunities.
- Contribute to the development and implementation of the Trust's Green Plan.
- Ensure appropriate records, communications and other documentation are retained and maintained in compliance with the PFI contract obligations and statutory information management in respect of the Estate systems, PFI project, management documentation and contract administration in relation the estate, buildings and installations.
- Prepare and submit on behalf of the Trust, accurate and timely completion of statutory returns to the DHSC, NHSE, CQC and other official bodies as required.
- Provide responses to Freedom of Information requests in respect of Estates Services.
- Act as Estates and Facilities lead for relevant CQC outcomes and any successor requirements. Contribute to reporting on other relevant outcomes.
- Ensure Estates and Facilities staff are annually appraised, complete all essential training, development objectives are set, and any employment issues are resolved.
- Establish and maintain the department's staffing compliment ensuring appointments and disciplinary matters are conducted in compliance with Trust policies.
- The postholder to take positive action to gain an understanding of sustainability and climate change and how the Trust is responding and lead on demonstrating a commitment to reducing the carbon and energy footprint for soft FM services.

KEY RESPONSIBILITIES

Communication and Working Relationships

- The post holder will be providing and receiving highly complex, highly sensitive or highly contentious information, where developed persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or co-operation is required or because there are barriers to understanding and/or presenting complex, sensitive, or contentious information to a large group of staff.

Analytical and Judgement

- Judgements involving highly complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

- The post holder will be responsible for formulating long-term, strategic plans, which involve uncertainty, and which may impact across the whole organisation.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Provides general non-clinical advice, information, guidance or ancillary services directly to patients, clients, relatives or carers.

Policy and Service Development

- The post holder is responsible for a range of policy implementation and policy or service development for a directorate or equivalent.

Financial Management

- The post holder is responsible for budget setting for several services,

Management/Leadership

- The post holder is the line manager for multiple services, with responsibility for appraisals, managing sickness absence, dealing with disciplinary and grievance issues, leading on recruitment and selection, staff development and succession planning and managing all aspects of people management.

Information Resources

- The post holder is responsible for the operation of one or more information systems at department / service level where this is the major job responsibility.

Research and development

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

- The post holder is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for prolonged concentration, or there is an occasional requirement for intense concentration.

Emotional Effort

- Occasional exposure to distressing or emotional circumstances, or frequent indirect exposure to distressing or emotional circumstances, or occasional indirect exposure to highly distressing or highly emotional circumstances.

Working conditions

- Exposure to unpleasant working conditions or hazards is rare.

The opportunity

Criteria	Essential	Desirable
Qualifications	• Relevant degree or equivalent level qualification • Technical studies and qualifications in relevant disciplines • Post qualification evidence of Continuing Professional Development • Professional Registration (IHEEM or IWFM or similar) • Formal management training/qualification.	
Experience	• Demonstrable PFI management track record. • Demonstrable understanding of PFI commercial and contractual mechanisms • PFI service planning, monitoring and management skills • Experience in people management • Track record of delivery to tight deadlines • Experience in management of Acute Healthcare PFI portfolio of building services/FM environment • Experience in acute Healthcare PFI in a senior capacity for relevant period of time • Experience of managing and briefing PFI legal advisors and of supporting and contributing to legal analysis and reports. • Experience of developing and managing senior PFI and estates management professionals	
Knowledge	• Understanding of Private Finance Initiative contracts and contract management from a client's perspective • Ability to gather and analyse data, compile information, and prepare reports. • Knowledge and understanding of estates and facilities issues locally and nationally • Ability to think and act strategically as well as practically • Skill in developing policy and procedural documentation. • Skill in the use of computers, preferably in a PC, Windows-based operating environment. • Ability to communicate effectively, both orally and in writing. • Service planning and implementation skills. • Ability to make administrative/procedural decisions and judgements. • Understanding of complex construction/building services installation and maintenance • Understanding of broad facilities management roles, techniques, standards and risks • Overall understanding of current health service sector issues • Knowledge of financial/business analysis techniques. • Ability to serve on task forces and/or committees.	

Compliance statement to expected organisational standards

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.

- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.

How to apply

The closing date for applications is **7 December 2025**.

Applications should be made by submitting a full and up to date CV, with a covering letter of no more than two sides of A4. Your supporting statement should give evidence of how you meet the requirements of the person specification relating to the role.

Along with your application, please include:

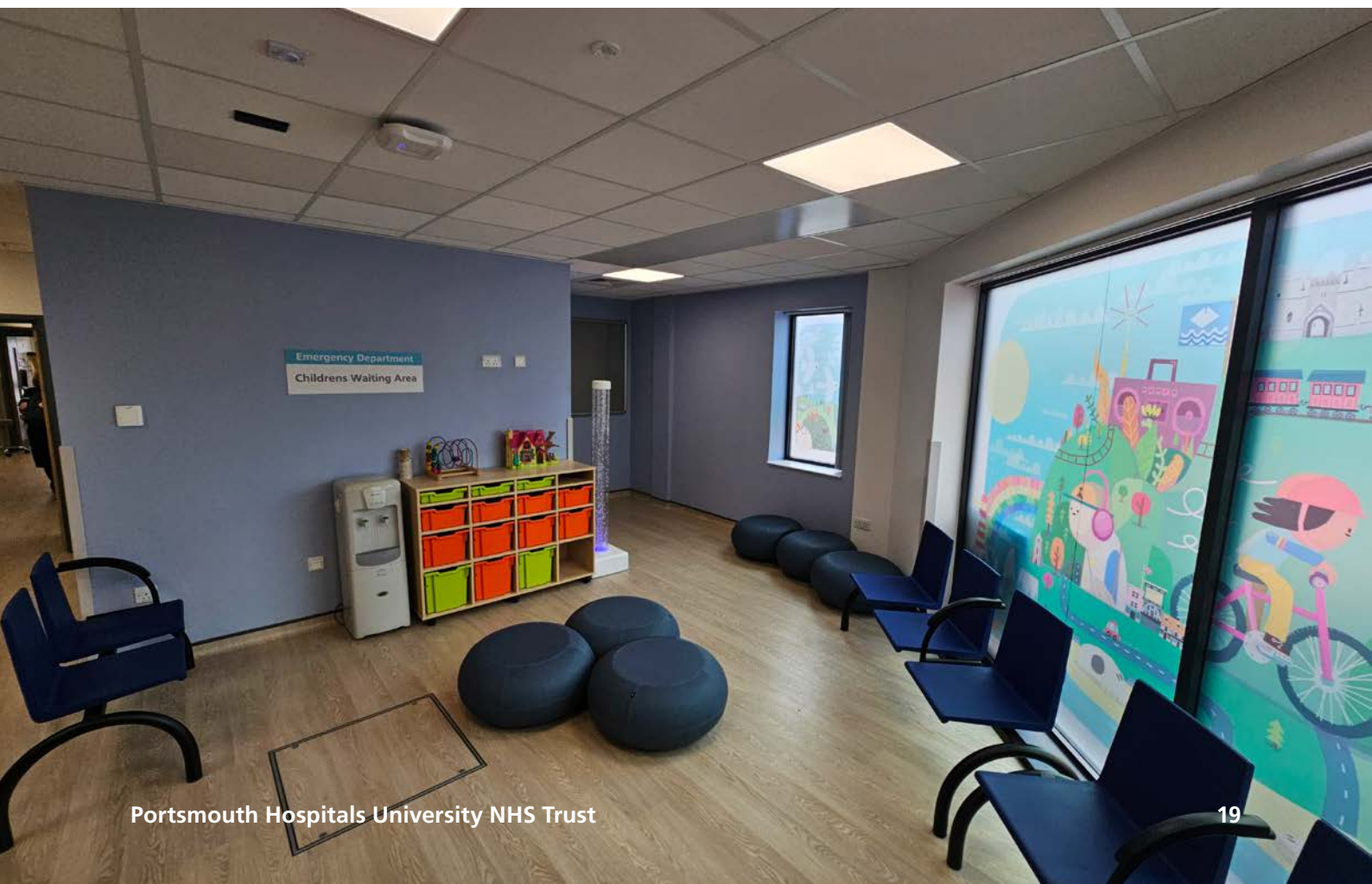
- Contact details for up to four referees (who will not be contacted without your permission)
- A contact email address and telephone number
- Information on current salary and notice period
- A completed **Equal Opportunities Monitoring Form** and **Fit and Proper Person Monitoring Form**.

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

For an informal conversation about the post, please contact Brendan Davies at our recruitment partners, Hunter Healthcare by email: **bdavies@hunter-healthcare.com** or phone: **07585 356985**

KEY DATES:

Application Deadline	7 December 2025
Shortlisting	10 December 2025
Provisional Interviews	19 December 2025



Portsmouth Hospitals

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