

Mechanical Manager

Department: Health & Community Services

Division: Estates & Hard Facilities

Reports to: Estates & Hard Facilities Manager

JE Reference: HCS1031

Grade: 12

JE Date: 30/6/2021

Job purpose

Leading as department manager for the mechanical team responsible for the compliance, maintenance and repair of complex mechanical installations, medical devices and related services. To ensure compliance with industry safety standards and procedures across the Health & Community Services (HCS) building portfolio.

Support and deputise when required for the Head of Estates.

Job specific outcomes

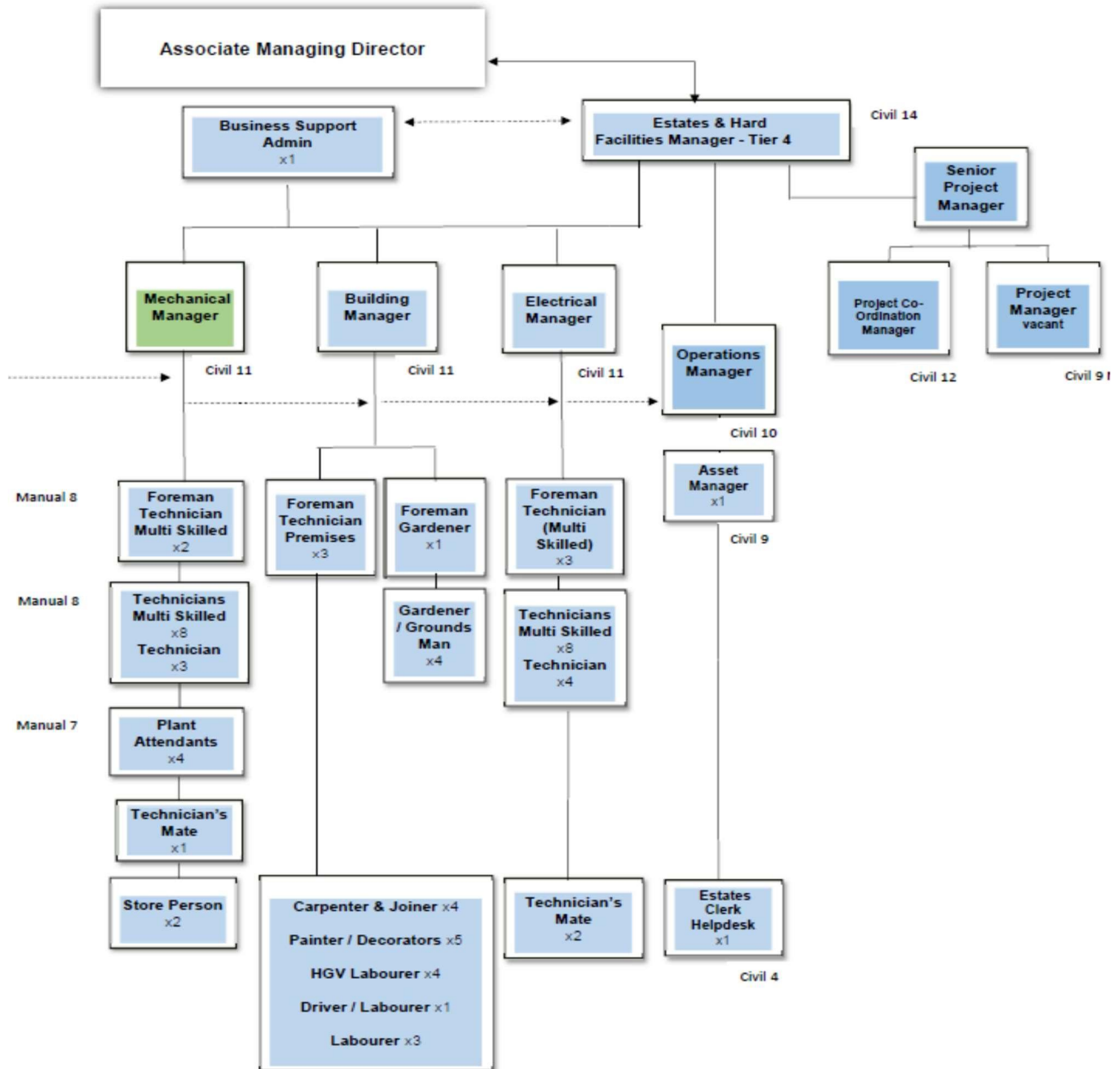
1. The post holder will provide Authorised/Responsible Person duties in multiple disciplines in line with the suite of Health Technical Memorandum and be the lead expert providing direction on the portfolio of mechanical maintenance inclusive of pressurised systems, decontamination, ventilation, water systems and medical gasses for all Health properties to ensure compliance with all statutory and non-statutory relevant industry standards and health and safety legislation to provide a safe environment for staff, patients and clients.
2. Responsible for the employment, management and supervision of the Health's mechanical engineering maintenance team, currently 20 staff, across multiple sites. Administer and be responsible for good timekeeping and staff discipline. Maintain accurate records of staff annual leave and sickness, ensuring that adequate staffing levels are maintained. Complete an accurate daily time sheet and ensure that it is correctly authorised and processed in a timely manner.
3. To create, review and implement risk assessed 'standard operational procedures' to ensure a safe and efficient environment for the engineering team. Safely and efficiently contain and resolve a wide variety of fault situations in complex and essential services, many of which will be unpredicted and will require sound technical and analytical skills and judgement in potentially stressful situations.
4. Many engineering services are life supporting or essential to the well-being of patients, the utmost care and diligence will be exercised in the planning, ordering of materials and execution of work. In addition to service repairs, planned maintenance is increasingly undertaken with patient's in-situ. All contact with staff, patients and visitors will be professional, courteous and reassuring at all times. Supervise the work, both in respect of its quality and the methods used. Be pro-active in the identification and implementation of more efficient and improved working methods and the sharing of good practice, which is an essential element of the job.

5. Take part in the interpretation, management and implementation of departmental and Government policies as far as they affect your actions and those of your team. Assist in the creation and revision of Estates policies that cover your discipline..
6. Act as Health client representative to provide site knowledge, technical support and supervision to service contractors for Capital and Maintenance (Mechanical infrastructure) projects, including Our Hospital, aligning contractors, consultants and end users alike to ensure a smooth operational outcome. To work alongside the professional project teams ensuring that good understanding of the specialised health complexities are understood and integrated into project planning.
7. In addition to managing the mechanical sections allocated revenue budget, the post holder will professionally handle commercially sensitive information when procuring competitive quotations for Health's mechanical, electrical, plumbing and medical devices portfolio of service contracts, currently totalling 130 @ £2.1m
8. To sit as facilities representative using excellent analytical and interpretative skills, experience in research and statistical data analysis to provide feedback and detailed reports for Health's safety groups and committees to provide good governance and safe working practices. Through 'toolbox' talks, group sessions and one to one instruction as appropriate, cascade to the team the training and information received, i.e. health and safety, fire safety precautions, statutory guidance and technical procedures. Canvas the ideas and concerns of team members to inform and aid safe and efficient management and feed into departmental committees / senior estates management as appropriate.
9. Be a department lead in response to a major incident and take an active part in the Hospital Fire Response Team and manage the department's on-call rota as required to mitigate against operational impact to loss of building or service. The post holder will be required to undertake training at the discretion of the Estates Manager
10. Using a high level IT skillset manage multiple computer based systems to maintain plans, records and data. The post holder will be required to undertake training at the discretion of the Estates Manager to support the growth and modernisation of the department.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications Please state the level of education and professional qualifications and	Degree level (or equivalent) in relevant engineering discipline. HNC in Mechanical Engineering	

<p><i>/ or specific occupational training required.</i></p>	<p>Membership of a relevant professional body. (e.g. IHEEM, CIOB, RIBA, IEE, ImechE, CIBSE)</p> <p>A good understanding of the Government of Jersey statutory requirements in Financial, Planning and Building is required.</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Specialist knowledge of contract management methodologies.</p> <p>Knowledge of building construction processes and civil engineering techniques.</p> <p>Health & Safety, Health Technical Memorandum & Health Building Notes legislation</p> <p>HCS departmental functions or a government organisation in a similar jurisdiction.</p> <p>Evidence of ongoing CPD.</p>	<p>The activity and processes of Government including interaction between politicians and officials.</p> <p>The Growth, Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role.</p> <p>Past experience of successful contract management and AP Engineering development</p> <p>Qualified in either NEBOSH or IOSH Health and Safety Management</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc</i></p>	<p>You will need to have an excellent understanding of engineering systems ideally in a healthcare environment and you will have strong communication skills.</p> <p>Computer literate with ability to operate the Microsoft Office package.</p> <p>User of project management systems or alternative solutions that allow for creation and management of project workflows, task distribution and resource planning.</p> <p>Ability to work completely independently as well as part of a team with strong leadership and communication skills, together with a positive work ethic. Must be self-motivated, work and operate in a highly flexible, pro-active and professional manner with a strong customer focussed approach</p>	<p>Driving licence (Group B) Concerto Supply Jersey</p> <p>User of CAD software or similar computer based design solutions.</p>
<p>General Skills/Attributes</p>	<p>Ability to interpret architectural and engineer drawings.</p>	

<p><i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong relationship building skills.</p> <p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation.</p> <p>Ability to communicate effectively to senior stakeholders.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Provide evidence of the application of Health Technical Memorandums (HTM)</p> <p>Experience of carrying out technical and non-technical audits to ISO 9001:2008 criteria.</p> <p>Finance and budgetary management experience of significant budgets at a senior level.</p> <p>Experience of contract negotiation, management and administration.</p> <p>Experience working alongside senior stakeholders within the public sector or a similar context.</p> <p>Related industry experience. Or can demonstrate equivalent proven experience.</p> <p>Training and duties of Authorised Person(s) for compliance reasons.</p>	<p>Experience setting and deploying programme management strategy at departmental / divisional level.</p>

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.