

3. Analyse performance data in both people and infrastructure outputs and work with staff and contractors to develop appropriate processes and governance to ensure contract performance is meeting service legal agreements.
4. Undertake quality assurance reviews, audit risk assessments and prepare technical specifications using regulatory standards i.e. British Standards, European, Industry best practice and Health Technical Memorandum guidance to secure high quality maintenance services and contracts across multiple construction projects.
5. Undertake training and duties of Authorised Person (Specialist training) where appropriate and required to include but not limited to Medical Gasses, Decontamination, Pressure Systems, HVAC, Water, Fire, Electric and Confined Spaces etc.
6. Lead contact with external contractors on reviewing Risk Assessments and the issuing of HCS Permits to Work to ensure there are no risks to any employee's health and safety while in the work place.
7. Monitor and report on performance against agreed Key Performance Indicators (KPI's). Provide professional and technical subject matter on infrastructure and facilities related issues to the Department Leadership Team, Senior Managers and Executive Officers within HCS and external organisations, including but not limited to Designers, Contractors and Consultants.
8. Develops policies, implements solutions to improve systems, services, and incident procedures across the HCS estate. Particular emphasis on improving the control, delivery and evidencing of building, M&E compliance activities, including but not limited to asbestos management, water management, fire safety, statutory insurance inspections.
9. To provide professional leadership support and deputise for the Estates & Hard Facilities Manager. Assist with the identification and justification of Revenue Budget projects and assist with the production of Business Cases and Project Requests.
10. Responsible for the overall day-to-day management of the Asset Manager, including critical medical equipment, Compliance team and the HCS Helpdesk Clerk offering help and guidance on any issues that may arise and ensure Compliance or Helpdesk operations are carried out productively and in line with HCS policies.

Statutory responsibilities

The post holder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.

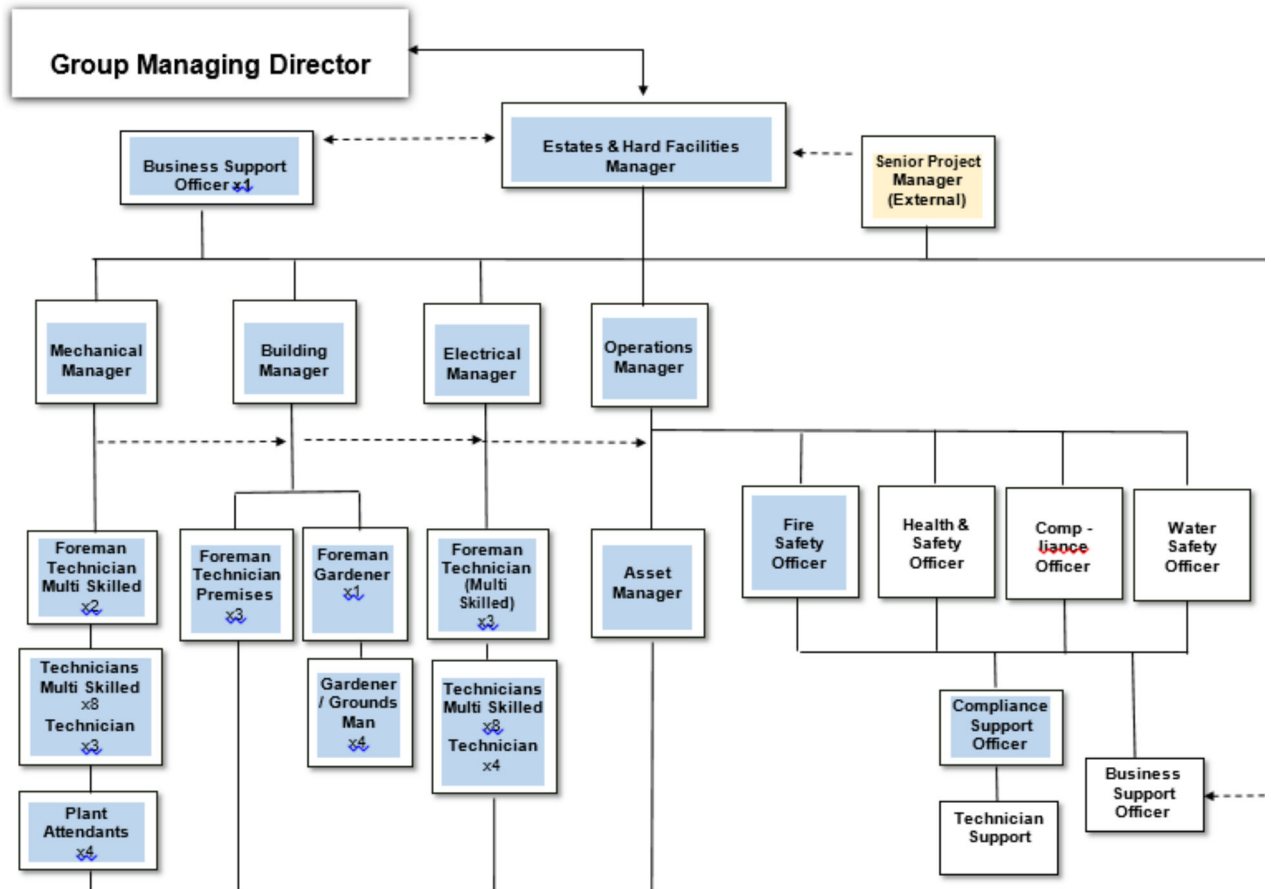
To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989.

To work in accordance with the Data Protection (Jersey) Law;

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure





Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p>	<p>HNC in Mechanical, Electrical Engineering or Building Studies</p> <p>A relevant degree and professional qualifications in Facilities Management or the built environment.</p> <p>Qualified purchasing professional (achieved or willing to work towards a CIPS qualification)</p> <p>Membership of a relevant professional body. (e.g. IHEEM, CIOB, RIBA, IEE, ImechE, CIBSE)</p> <p>Member of, or studying for membership of, the International Association for Contract and Commercial Management (IACCM)</p>	<p>Health & Safety e.g. NEBOSH/IOSH</p> <p>A good understanding of the Government of Jersey statutory requirements in Financial, Planning and Building Bye-Law.</p> <p>Project Management e.g. PRINCE 2; Health & Safety e.g. NEBOSH/IOSH; and a recognised leadership qualification.</p>
<p>Knowledge</p>	<p>Specialist knowledge of contract management methodologies.</p> <p>Knowledge of building construction processes and civil engineering techniques.</p> <p>Understanding of planning, legal and regulatory frameworks relevant to the Government of Jersey.</p> <p>HCS departmental functions or a government organisation in a similar jurisdiction.</p> <p>Proof 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>Knowledge of States of Jersey financial processes and experience of reviewing budgets</p> <p>Health & Safety legislation, Health Technical Memorandum & Health Building Notes.</p> <p>Past experience of successful contract</p>

		management and AP Engineering development
<p>Technical / Work-based 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>Will need to have an excellent understanding of engineering systems ideally in a healthcare environment and you will have strong communication skills.</p> <p>Understanding of risk assessments and action planning.</p>	<p>Driving licence (Group B) Concerto Supply Jersey</p> <p>User of CAD software or similar computer based design solutions.</p> <p>Understanding of risk assessments and action planning.</p>
<p>General Skills/Attributes</p>	<p>Ability to interpret architectural and engineer drawings.</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</p>	<p>Practical experience of running a portfolio of complex contracts through all stages and delivering these to exceptional standards.</p> <p>Finance and budgetary management experience at a senior level.</p> <p>Experience of contract negotiation, management and administration.</p> <p>Experience of working with contracts and/or delivery within a project management environment, especially within a health and community services setting</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for change.</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> <p>Experience of contract negotiation, management and administration.</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 4 core accountabilities attributes and behaviour indicators.