

## NHF Programme – Delivery Lead (Associate Director)

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<b>Department:</b>	Health & Community Services	
<b>Section:</b>	New Healthcare Facilities Programme	
<b>Reports to:</b>	Programme Director	
<b>JE Ref:</b>	HCS1204	
<b>Grade:</b>	CS15	<b>JE Date:</b> 17/05/2023

### Job purpose

The Delivery Lead for the New Healthcare Facilities Programme (NHF) will support the Programme Director in the overall direction, coordination, & delivery of Jersey's New Healthcare Facilities, the island's largest ever public sector build programme. They will be responsible for the delivery of the programme throughout the scoping, briefing, construction, commissioning, handover, and mobilisation stages. The postholder will also deputise for the Programme Director along with the Healthcare Lead when required.

### Job specific outcomes

- Ensure all aspects of NHF Programme align with the Government's Strategic objectives and governance frameworks through quality and performance management, best practice procurement and business planning to bring forward the most benefits to the Client (Health & Community Services) and islanders.
- Responsible for developing and managing the commissioning execution strategy, schedule, and cost for the NHF programme to deliver direct, contracted, and commissioned services that support safe, sustainable, affordable, and effective delivery of the client's strategy.
- Work with Commercial Services to set commissioning plans/protocols that meet Government standards for procurement of professional advisors and contractors and ensure best practices by developing and implementing turnover, pre-commissioning, commissioning, preservation and maintenance processes and systems considering and including contractual requirements, project and construction schedule, reliability, maintenance, materials management, operability reviews and change management.
- Provide expert technical advice to the Programme Director, Senior Officers Steering Group and Ministerial Group on commissioning and partnership management, healthcare property capital project spending and relevant legislation, regulation, and protocols, to inform decision making on strategic policy and resource allocation, and assessments of performance against strategic Government objectives.
- Provide regular reports on programme and project timelines, budget spending and quality to relevant stakeholders.

- Responsible for effective stakeholder management by overseeing that consultations, updates and briefings are provided to various key stakeholders and decision makers on the new proposed healthcare facilities delivery strategy, dependencies, and long-term operational and commercial impact, and obtaining relevant sign off as required to facilitate programme approval and effective delivery of proposed strategy relevant to each individual project.
- Manage relevant commercial inputs into Financial Management Group taking into considerations from the Public Finance Manual and Commercial Services. In conjunction with Commercial Services and other team members consult with other industry third parties.
- Represent the Programme to other departments, authorities, politicians, or members of the public to obtain endorsement of proposals for NHF Programme.
- Lead on the design and delivery inputs into business cases that demonstrate and underpin the requirement for NHF Programme, including the design and delivery of detailed and costed discovery work and feasibility studies that include necessary consultation/endorsement including, where required, the correct technical supporting information to allow end-user capital funding bids or States Assembly approvals.
- Direct the procurement and management of technical resources required for the delivery of the NHF Programme; providing high level oversight and management of the external supply chain to support NHF Programme delivery, ensuring value for money and good standards of workmanship requirements are met and that the contractual administration relating to the appointment of consultants is clearly specified and in full accordance with Jersey regulations.
- Oversee the NHF Programmes running of tender processes as required to support the delivery of critical and sustainable healthcare infrastructure and generation of revenue where appropriate for the benefit of the island.
- Responsible for monitoring NHF Programme delivery against agreed budgets and service targets and oversee the effectiveness and efficiency of individual project delivery, holding internal and external service providers to account.
- Lead on the commissioning for the planning and construction stages of the NHF Programme related to the delivery of new builds that remain compliant with local, national, and international regulatory and statutory requirements and industry best practice.
- Responsible for monitoring and oversight of public works during the construction phase via external outsourcing or otherwise, ensuring that the NHF Programme delivery matches design, and that quality, safety and project specifications are met during the delivery stages of the programme.
- Accountable for effective Health and Safety management of all aspects of the NHF Programme, ensuring that all integrated team members are aware of their obligations and legal requirements.
- Lead the implementation and embedding of construction work safety practices across the NHF Programme and ensure that the requirements of the Compliance Manager are achieved ensuring the design services understand and adhere to water safety and other statutory requirements.

- Lead on the development and implementation of industry leading capital project management system and associated culture.
- Directly and indirectly lead a team of technical and functional experts to develop best practice risk management programs that manage risk across all phases of the NHF Programme management cycle.
- Develop and set in place standard best practices and methodologies in areas such as project safety plans, design safety assessments, safety assessments of service providers, contractors and sub-contractors, in particular in the bid review and selection cycle, applications for construction permitting, construction site set up standards, high hazard work practices, implementing contractor pre-qualification processes, and implementing methodologies to monitor delivery performance on an ongoing basis to ensure that the NHF Programme is delivered in accordance with legal, best practice and best governance standards.
- Engage and collaborate with key internal & external stakeholders ensuring that all players' roles and responsibilities are clearly assigned, defined, and communicated as well as ensure all internal and regulatory standards are exceeded.
- Responsible for the coordination of project management and contract administration, through dedicated and shared staff across the NHF Programme and Government.
- Manage the NHF Programme performance by developing and monitoring suitable outcome measures and foster transparency through integrated tools and technology ensuring consistency and accuracy across data types and providing visibility into each stage of the project to ensure availability of accurate, complete, and timely information to make informed technical and commercial decisions throughout each project's lifecycle.

### **Statutory responsibilities**

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

The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner

### **Services (TIER 3)**

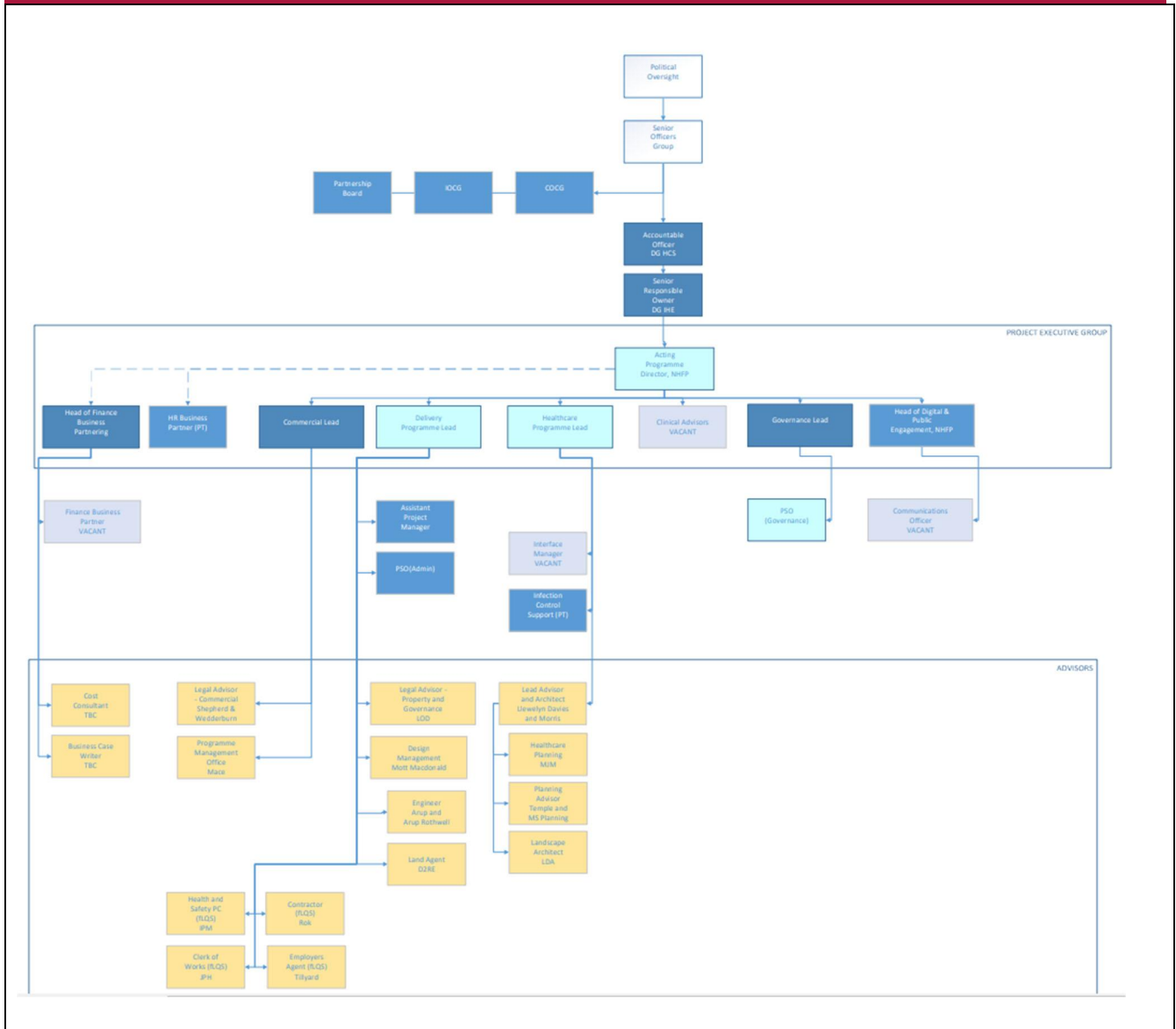
- All delivery aspects of the NHF Programme
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**Organisational structure**

**Government Departments**



**Organisation chart**



## Person Specification

### Specific to the role

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<p>Qualified to degree level 7 in a design &amp; construction related subject or an equivalent professional qualification.</p> <p>Full membership of a professional body (e.g., RICS, RIBA, MCIQB, ICE, MAPM, etc.)</p> <p>Health and safety management qualifications.</p> <p>Post graduate qualification in business and strategic management.</p>	<p>City &amp; Guilds or Post Grad qualification</p> <p>Nebosh or equivalent</p> <p>MBA or equivalent</p> <p>Lean Practitioner</p> <p>Prince 2 or other project management practitioner.</p>
<b>Knowledge</b>	<p>Significant specialist knowledge of the built environment and infrastructure development projects.</p> <p>Advanced theoretical knowledge of a number of disciplines influencing built environment processes e.g., environmental policy, master planning, engineering etc.</p> <p>Detailed knowledge of planning, legal and regulatory frameworks governing construction in Jersey.</p> <p>Detailed knowledge of local, UK and international legislation, directives, regulations, and international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and practices.</p> <p>Detailed knowledge of delivery mechanisms and contracts used in healthcare and construction, i.e., NEC, JCT and Construction Management forms of contract.</p> <p>Ongoing Continuing Professional Development to remain up to date with the latest methodologies and industry research and best practice.</p>	<p>The activity and processes of Government including interaction between politicians and administration.</p> <p>Management reporting as it relates to this role.</p> <p>The departmental priorities, key objectives, risks, and issues relevant to the department division and the role.</p> <p>Development of healthcare facilities to suit strategic operating models.</p>

	<p>Managing a budget and business planning processes.</p> <p>Government of Jersey or a comparable organisation and its strategy and functions.</p>	
<b>Technical / Work-based Skills</b>	<p>Proficiency at using tools and techniques for managing large complex programme and project teams.</p> <p>Expertise in the frameworks for the management of major programmes and projects from concept to construction (RIBA, OGC, HMT Publications (including Green Book))</p>	
<b>General Skills/Attributes</b>	<p>Work successfully across departmental and organisational boundaries.</p> <p>Build and develop strategic relationships with key stakeholders, influencing and negotiating with a wide range of partners to achieve good outcomes on behalf of the public service.</p> <p>Planning and organising skills to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>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>Excellent interpersonal skills.</p> <p>A pragmatic approach with the ability to consider and promote innovative approaches to change and service delivery.</p> <p>A strong team player who can lead and motivate a team. Problem solver/confident decision-maker Negotiation and influencing skills.</p> <p>Operate strategically. Lead on the development and implementation of departmental strategies and organisational objectives.</p> <p>Work autonomously.</p>	<p>Presenting and engaging with the Jersey public and interested stakeholder groups, such as Jersey Architecture Commission, Jersey Construction Council, and government agencies.</p>

	<p>Manage the production of strategic and operational presentations, papers, and business cases to ensure successful decision making, providing procurement and delivery inputs as required.</p> <p>Effectively communicate with all stakeholders, including government officials, designers, contractors, professional advisors, commercial managers, clinical and operation staff along with the public.</p>	
<b>Experience</b>	<p>Developing and managing major healthcare programmes and projects from concept through construction, commissioning, handover, and mobilisation.</p> <p>Procurement, contract negotiation and relationship management of major projects including Healthcare and local government capital projects.</p> <p>Leading the design, development, and delivery of project, including utilising Modern Methods of Construction.</p> <p>Developing and delivering sustainable whole life design solutions.</p> <p>Successfully managing the interface between the programme and client teams, including healthcare facilities management team and other infrastructure owners/clients.</p> <p>Managing planning applications in Jersey including public planning enquiries.</p>	<p>Experienced in developing and managing other major programmes and projects from concept through construction, commissioning, handover, and mobilisation.</p> <p>NHS and International major project healthcare experience.</p> <p>Working for local governments and on major public projects.</p> <p>Briefing, design and implementation of MMC solutions. Lean operating systems and continuous improvement processes.</p>

## Personal Attributes

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 3 core accountabilities, attributes, and behaviour indicators.