

Last Reviewed:

Candidate Pack

Estates and Projects Administration Manager



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Our
values



The North Middlesex University Hospital NHS Trust is a medium-sized acute and community trust with over 525 beds and over 600 community staff, serving more than 600,000 people living across Enfield and Haringey and the surrounding areas, including Barnet and Waltham Forest.

The hospital has been on its present site for over 100 years and was established as an NHS trust by statute in December 1990. The Trust's services are provided on the North Middlesex University Hospital site as well as a range of community sites across the London Borough of Enfield, including at partner hospitals. They provide services in collaboration with a range of partners, including local GPs, acute, mental health and other community health service providers across North Central London.

In the year ending 31 March 2022, the Trust reported a turnover of £419.7m and employed almost 4,000 staff. Following the transfer of Enfield Community Services on 1st April 2023, this has increased as we have welcomed over 600 new staff including District Nurses, Community Matrons, Community Physiotherapists, Psychologists and many more across a wide range of adult and children's community services in Enfield. It is an exciting time to join North Mid as we continue our journey to become an integrated care organisation to deliver high quality, seamless care in our local communities, with a focus on tackling health inequalities.

North Mid is part of North Central London integrated care system – consisting of the NHS and Local authority organisations in Camden, Islington, Barnet, Enfield and Haringey. As with other ICS's, we are working increasingly closely with partners and indeed many of our financial and performance objectives are measured at this system level. Whilst all organisations remain as standalone, statutory bodies we have an ICS infrastructure for making shared decisions and agreeing shared approaches.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

Our Vision

At North Mid, we've set out sights on Trust North: a set of five clear ambitions which describe our vision for our Trust.





Additional Information

Location

Situated in North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset, and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity.
- A wide range of Continued Professional Development (CPD) opportunities, working with partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support.

Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges, and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work.
- An equality and diversity staff network providing support to all staff.
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years.
- Maternity/paternity and shared parental leave schemes.
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

Road Access and Public Transport

North Middlesex University Hospital NHS Trust is situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools. Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

Our community services are based in a various location around Enfield including:

- St Michael's Primary Care Centre, Gater Drive, Enfield, EN2 0JB
- Lucas House, 305-309 Fore Street, Edmonton, N9 0PD
- Forest Primary Care Centre, 308A Hertford Road, Edmonton, N9 7HD
- Chase Farm Hospital and the Skye Unit, The Ridgeway, Enfield, EN2 8JL
- Eagle House Surgery, 291 High Street, Enfield, EN3 4DN
- Highlands Health Centre, 3 Florey Square, Winchmore Hill, N21 1UJ
- Bowes Road Clinic, 269 Bowes Road, Enfield, N11 1BD
- George Marsha Centre, St Ann's Hospital Site
- Bay Tree House, Enfield

For more information about the services available at these locations click [here](#)

Our Values and Expected Behaviors

You are part of Team North Mid, a workforce over 4,000 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> We are compassionate and take time out to check on colleagues and patients. We are understanding and recognise each other as individuals. We are committed to improving our community for colleagues, patients and carers 	<ul style="list-style-type: none"> Showing empathy Being curious Showing humility Listening to others

We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> We respect and understand each other's differences and backgrounds. We are consistent with providing realistic, clear expectations and constructive feedback. We are always looking for opportunities to develop all our staff and our services 	<ul style="list-style-type: none"> Being consistent Listening to others Supporting each other

We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement. We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge. We actively look for new ways of working and explore new partnerships across teams, divisions and organisations 	<ul style="list-style-type: none"> Speaking up Being curious Learning from mistakes

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.



Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.



Job Description

Job title	Estates and Projects Administration Manager
Department	Estates & Facilities
Band	6
Responsible to	Estates and Projects Lead
Accountable to	Head of Estates & Facilities

JOB SUMMARY

The post holder will support the Estates and Project Lead, in acting as the Trust's estates and projects administration manager, to ensure that the delivery and outputs of the PFI project and service provision meet the obligations and standards prescribed by the relevant provisions of the Project Agreement and the expectations of the Trust (as client).

In addition, the post holder is to derive on-going assurance from a series of reviews and meetings to ensure that the Project Company's (Project Co) Service Provider activities are delivered to appropriate standards that support the clinical functionality of the PFI Facilities and Retained Estate in a safe and effective manner, maintaining auditable records of works undertaken on behalf of the Trust.

The post holder is responsible for the planning and monitoring control of aspects of the project(s) to which s/he is appointed including ensuring the successful delivery of the project(s) on time and to the specified cost, quality standards and performance.

The post holder will liaise with Trust Estates and Facilities Project teams to assure the department that project records (both manual and increasingly electronic) are effectively kept and a full database of all project-related activities – variations and small works, REMEs and other retained estate works – is accurately maintained.

KEY RESPONSIBILITIES

- To assist in the management and the successful delivery of various delegated projects in terms of time, quality, cost and those contractual requirements are achieved in accordance with the project timetable.
- To contribute to the development of the Trust's capital programme, identifying potential work programmed required by Project Co's Service Provider and within the retained estate.
- The post holder will be responsible to the Estates and Project Lead for the coordination of all PFI and Retained Estate variations and works requests operated by the Estates Department from inception to completion.
- The post holder will assist in the management of all resources delegated to him/her to ensure a safe, value for money, quality service is provided in support of the delegated budget holder.

- The post holder will assist Hard FM negotiations to deliver the best value for money and quality Hard FM solutions for the Trust through the PFI process particular to projects.
- The post holder will be required to work in close partnership with other team members, in addition to working with external contractors, agencies and specialist advisers as required.
- The post holder will liaise closely with the PFI Service Provider to facilitate timely achievement of short and longer-term objectives with respect to the delivery of the Hard Fm services.

DUTIES & RESPONSIBILITIES:

1. Liaise with other project team members to ensure that all Estates compliance improvement works for the Trust are planned and expedited within agreed response times, to a satisfactory, professional, and technical standard and in accordance with Trust Policies.
2. Responsible to the Estates and Projects Lead for the implementation of an on-going programme of change, ensuring a safe, quality-orientated, value for money service is provided to the Trust.
3. The post holder will liaise with other project team members to ensure all Estates VEs (Variation Enquiries) and REMEs (Retained Estate Major Events) are managed and expedited in accordance with Trust and departmental policies and procedures.
4. Liaise with other project team members to ensure that expenditure for directly employed staff, contractors and materials are contained within delegated budgets and that all Estates recharges and Service Level Agreement fees are kept up to date.
5. Develop electronic filing systems for ease of retrieval of project records.
6. Audit Project Co Service Provider reactive and qualitative tasks to ensure they are delivered within agreed parameters and protocols as identified within the Project Agreement.
7. Provide compliance information to ensure service delivery and continuity problems are resolved in a timely manner.
8. Actively contribute on a continuing basis to the production of the Estate Risk Register maintaining the validity of the information on an on-going basis.
9. Maintain the Datix register for the Department, including responding, where appropriate, or assisting in preparation of responses, which may involve liaison with Governance and occasionally third parties.
10. Assist the Estates and Projects Lead with collation of information required for the preparation of the annual ERIC (Estates Return Information Collection) return – a vital NHS-wide annual return that is reported to Parliament.

11. Monitor, both with Project Co and on own initiative, the degree of compliance of the facilities, both PFI and retained estate, with output specifications and performance specifications set out in the Project Agreement.
12. Assist the Estates and Projects Lead to liaise with the utility companies and collate energy consumption and invoices to facilitate performance monitoring.
13. Liaise with NHSI/E, NHE Estates and other Trusts generally with respect to sharing of information and making returns of information as required on an ad-hoc basis.
14. Liaise as appropriate with the Head of Department on Estates related matters.
15. Contribute to Estate related policy development within designated timeframes.
16. Assist in the implementation and management of all delegated agreed and detailed cost improvement programs (CIPs).
17. Communicates Trust-wide through regular information exchanges.
18. Assist the team ensuring that Project Co deliver the Hard Facilities Management services to the required service specification standards which includes but is not limited to the Law/Statute (Acts and Regulations) British Standards, HTMs, HBNs, HGNs, good working practice etc.
19. Assist the team to maintain an up to date PFI Hard Facilities Management Service Risk Register in accordance with the Trusts Risk Management procedures.
20. Undertake planned and unannounced site visit/audits of the Project Co Service Providers activities and providing departmental feedback of findings.
21. The post holder will aid the Trust Finance Department during the monthly verification exercise of the projects completed.
22. Liaise with the Estates and Projects Lead with respect to joining performance monthly audit meetings, including Project meetings.
23. Ensure that effective audit trails are developed, maintained, and reviewed to support any change to the Project Agreement or any other documentation specific to projects or services.
24. Equality & Diversity, to promote equality and value diversity.

TRUST POLICIES

Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

Smoking Policy

The Trust provides a smoke free work environment.

Confidentiality

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

Safeguarding Vulnerable People

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder

PERSON SPECIFICATION

Post: Assistant Project Manager

Department: Estates & Facilities

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	Educated to degree level within a related discipline or equivalent experience.	Possess or prepared to study for an NVQ level 4 management qualification. Prince 2. CAD Training. Auditor training.	A/I
Skills and abilities	Excellent written & oral communication skills. Team building skill. Computer literacy good knowledge or word/excel. Ability to produce reports utilising information from databases, graphs, charts, drawings etc. Good time management/organisational skills.	Effective interpersonal and influencing skills. Negotiating skills. Capital Planning skills.	A/I
Experience	Experience of project management of projects in a construction or estates related role, including a record of achievement in delivering complex projects.		A/I

	Previous experience in a estate setting.		
Personal qualities	<p>Ability to work as part of an effective team.</p> <p>Ability to work under pressure.</p> <p>Ability to work in close co-operation with other disciplines.</p>		A/I
Values	Demonstrable ability to meet Trust values		Interview/ assessment