

JOB DESCRIPTION

JOB TITLE:	Estates Energy Engineer	
DIVISION:	Corporate – Capital & Estates	
SALARY BAND:	Band 7	
RESPONSIBLE TO:	Energy Manager	
ACCOUNTABLE TO:	Infrastructure Manager	
HOURS PER WEEK:	37.5 You may be required to participate in a split day working pattern Mon-Fri 7am-3:30pm, 11am-7:30pm. Total weekly working hours are 37.5	
MANAGES:	Directly:	
	Indirectly:	Estates Engineers & Contractors

To act as a professional member of a multi-disciplinary team and be responsible for implementing Trust-wide energy, building and environmental management controls and strategies, contract energy management of contracted out CHP Energy centre operations and trust wide procurement of utilities. The Royal Free London NHS Foundation Trust covers Pond Street Hospital site, Barnet hospital and Chase Farm hospital sites.

The Post Holder will report directly to the Energy Manager and will communicate at all levels and develop working relationships with operational and capital projects colleagues on all Trust sites and other directorate heads of service. Close liaison with the Head of Estates (HoE), Infrastructure Engineers and other operational heads of service, RFL/UCL Medical School, Anthony Nolan Trust, Middlesex University, Camden & Islington MHT, Camden PCT, Utility gas, import and export electricity and water suppliers and wider energy conservation fraternity.

The post holder will continue to establish strategies and systems to monitor energy usage, analyse data and use this information to monitor and target energy and sustainability agenda by engaging with all user departments, stakeholders and tenants all in line with statutory obligations, Codes of Practice and Department of Health Guidelines. Also the post holder will have working knowledge and understanding of the infrastructure necessary to deliver and monitor energy, to include the operation, interrogation and management of Building Management system at this site which is 'Trend' controls and also the site's computerised Planned Maintenance system which is 'Planet'.

The post holder will maintain, monitor and manage assigned budgets and ensure satisfactory year end out turns and produce regular management accounts statements for energy services operations.

Date of the JD review: 21st March 2019

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time
- **Respected** and cared for
- Confident because we are clearly **communicating**
- **Reassured** that they are always in safe hands

1. CLINICAL RESPONSIBILITIES

- None

2. RESPONSIBILITY FOR PATIENTS

- None

3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- Responsible for implementing major corporate policy across the whole trust for the development and delivery of the estates energy services and sustainable strategies to seek improvements to increase efficiency, raise the quality of services and ensure value for money.
- Assist in ensuring services are appropriately reviewed and in line with European regulations for energy and engineering systems procurement
- Develop and promote an effective Energy and sustainability strategy for the whole Trust.
- Responsible for compliance with Health & Safety, COSHH and NHS Executive legislation, relating to Estates energy infrastructure and sustainability services
- Monitor working practices to ensure compliance with Health & Safety at Work Act.
- Assist in the development and implementation of energy infrastructure and sustainability services procurement policies for the capital and Estates department and organisation

4. RESPONSIBILITY FOR FINANCIAL, PLANNING AND ORGANISATIONAL RESOURCES

- Responsibility for the efficient use of the Estates energy services and sustainability infrastructure budget Provide regular reports and see that delegated budgets are efficiently managed and cost effective in performance
- Exercise expert judgement and analyse complex live energy supply tariffs and consumption data in relation to negotiating energy supply contracts, use predictive tools and comparative market techniques to maximise electricity export sales across the whole organisation.
- Provide information to compile and manage the Trusts annual energy services and sustainability infrastructure programme for forward planning and statutory works to be able to provide regular reports on progress and expenditure to the Infrastructure Manager.

- Administer HR policies within Estates and promote good employment relations
- Recruit and induct new staff as required and provide supervision, appraisal and develop personal training plans for staff defining training objectives and expected learning outcomes which achieve the Trusts corporate goals
- Participate in and cascade the Trust's one-to-one SDR system to all line managers and relevant staff, monitoring achievement of objectives, as necessary

5. RESPONSIBILITY FOR LEADING AND MANAGING

- To be responsible for contracted out technical management of energy services and sustainability infrastructure services appropriate to the agreed contracts and the needs of the Trust.
- To be responsible for regular computation and verification of performance targets in relation to contracted out energy centre services for performance monitoring and KPI's.
- Develop with and ensure that contractors use and provide performance monitoring metrics and quality information to an agreed programme.
- Ensure all work assigned to staff is carried out to good professional, financial and technical standards
- Assist in identifying and assessing energy services and sustainability infrastructure services risks and capacity associated with capital projects. Liaise with the Project Manager Estates Infrastructure to develop and implement strategies for the management and control of those risks. Carry out options studies as required and implement expert advice and interpretation to the Trust on matters regarding legislation as they apply to the healthcare estate energy services and sustainability matters.
- Ensure compliance with all Statutory Standards, Codes of Practice, Health and Safety Guidance, Health Technical Memoranda, COSHH, Building Regulations and NHS Executive Directives, relating to Estates Services.
- Responsible for the Trust energy services and sustainability infrastructure services, utilities; ensuring the Trust responds positively to the National Energy Conservation Agenda and that initiatives are adopted throughout the Trust that uses energy services and sustainability infrastructure services effectively and conserve energy and reduce waste.
- To be able to adapt to unpredictable patterns of work
- Provide cover for colleagues as appropriate.
- Assist in producing ad hoc reports.
- Undertake any other duties requested, as appropriate to the banding.
- Engage in Continual Professional Development courses relevant to this position
- May be required to participate in the out of hours emergency on-call rota.

6. RESPONSIBILITY FOR INFORMATION RESOURCES

- In conjunction with the Infrastructure Manager to be responsible for the development of the Estates energy services and sustainability infrastructure services, control strategies for Heating, ventilation and air conditioning systems, steam, water, gases, BMS, Lifts, lighting, specialist systems and capital programme, outlining, monitoring and reporting on targets that achieve the Estates strategic goals.
- Manage and ensure on-going development of the departments energy services and sustainability infrastructure provision including tenanted areas comprising of UCL medical school campus and other tenants governed by SLA
- Manage, update, compare with other NHS trusts and organisations utilities procurement and supply contracts including export agreements within NHS bodies
- Compile and disseminate communication regarding interruption or outages to energy and utilities systems to Capital and Estates management and Trust-wide Committees
- Cascade information on energy consumption and sustainability infrastructure services, trends and legislation to team members, as necessary
- Lead in-house attendances including hand-on activities on energy services and sustainability infrastructure systems and carry out site liaisons with representatives throughout the Trust, as a means of developing and evaluating the quality of services provided and received appropriate to job function.
- Attend meetings as required and provide Estates Representation and input to Capital and Estates management and Trust-wide Committees.
- Available as on-call manager on rota system.

7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT

- Identify, collect, provide and use details through tendering and other appropriate means to ensure optimal capital infrastructure procurement and provision of estates engineering services and energy use across the Trust
- Implement, supervise, monitor and report performance against agreed contract service level agreement details and targets. This will be achieved by using the information on service provision from the contractors and outside specialist advice to validate the information.
- Keep abreast of all current market trends and legislation, relating to energy and sustainability services within procurement and Health & Safety requirements.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,