



# Belfast Health and Social Care Trust

## Job Description

<b>Title of Post:</b>	<b>Estates Contracts and Equipment Divisional Manager</b>
<b>Post Band:</b>	<b>8A</b>
<b>Reports to:</b>	<b>Estates Contracts and Equipment Senior Manager</b>
<b>Responsible to:</b>	<b>Co-Director Estates Management</b>

### Job Summary

The Estates Contracts and Equipment Divisional Manager will be responsible through the Estate Contracts and Equipment Senior Manager for ensuring that the Belfast Trust achieves its corporate aim of managing the diverse contractual relationships with companies and service providers to provide the maximum benefit to the Trust in terms of quality of service and value for money.

The Estates Contracts and Equipment Divisional Manager will have delegated responsibility for innovative procurement of all service contracts for all estates plant and medical equipment.

The Estates Contracts and Equipment Divisional Manager will scrutinise financial performance of contracts within his/her control and provide budget information to the Estate Contracts and Equipment Senior Manager. He/She will ensure that systems are in place to demonstrate financial probity. He/She will develop budgets for general maintenance contracts and medical equipment contracts.

He/she will be accountable to Estate Contracts and Equipment Senior Manager for the maintenance contracts and medical equipment contracts used within the Trust in terms of the delivery of suitable services, financial monitoring and equipment maintenance activities within the Estate services department.

He/she will work to achieve the objectives required within the performance management framework for the Trust.

The Estates Contracts and Equipment Divisional Manager will deliver suitable maintenance contracts to ensure that medical equipment is maintained in an effective manner to meet the manufacturers, service users and statutory requirements. He/she will liaise with relevant professionals and service users to ensure that the equipment is available when required, i.e., x-ray imaging equipment, laboratory equipment etc.

## **KEY RESULT AREAS**

### **Setting Direction**

- To support the Estate Contracts and Equipment Senior Manager with the implementation and delivery of the Trust's Estate Strategy and Estates Control Plan.
- To develop and implement an innovative procurement strategy for the development and management of the Estate plant and medical equipment in accordance with clinical standards and delivering optimum quality of service and value for money.
- To promote continuously improving quality of service and efficiency targets through the use of key estates performance management indicators in collaboration with estates colleagues.
- To contribute to the development of a comprehensive business plan for the Estates department including the financial management of all areas of estates business and finances.
- To develop an innovative strategy for the maintenance, monitoring and decontamination of acute-based medical equipment including the development of med equipment libraries.
- To develop an innovative strategy for the maintenance, monitoring and decontamination of community based medical equipment, aids and appliances in collaboration with other specialist clinical services in the field of 'connected health'.

### **Service Delivery**

- To develop and manage innovative procurement contracts for the delivery of estates plant and medical equipment management across all areas of the Estate.
- To develop and implement a suite of financial management plans and monitoring tools for financial management within the areas of Contracts and Equipment management for the estate services department which corresponds with the requirements of standing financial instructions and effective budget management.
- Develop a full range of appropriate services for the management of medical equipment including the development of integrated 'maintenance teams', 'MTO maintenance teams' and service contractors ensuring at all times that equipment is maintained to the highest standard and that Trust resources are efficiently managed.

## **Development and Innovation**

- To develop innovative strategies and consequent policies for a wide range of services across the Trust including:
  - Budget Management
  - Medical and specialist equipment maintenance
  - Estates procurement

And other areas in the emerging business and contract management areas of estates.

- To undertake research and piloting of new procurement and medical equipment management procedures in collaboration with clinical colleagues.

## **Collaborative Working**

- To provide effective and efficient estate procurement and contract management services in support of the Trust's delivery plans and objectives.
- To work in collaboration with the Estate Contracts and Equipment Senior Manager and other Senior Managers in the Planning and Redevelopment Corporate Group to improve the performance, quality and value of Estates procured products and services.
- To develop innovative partnering arrangements with contractors, suppliers and service agents for the efficient and effective management of estates plant and medical equipment within approved clinical standards and in collaboration with clinical colleagues.
- To recognise and establish links with other specialists, both internal and external to the Trust, as and when required.
- To form effective, collaborative relationships with DHSSPSNI, Health Estates Agency, Fire Service, Health and Safety Executive and other relevant external organisations to influence the development of region wide approaches to estates procurement and financial management.
- To consult, negotiate and communicate with staff side as appropriate across the range of work responsibilities.
- To work in partnership with staff-side colleagues to identify safe and flexible approaches to the delivery of estates services.

## **Communication and Information Management**

- Contribute to the development of software systems particular to the management of estates and medical equipment contracts. These systems will be capable of tracking, monitoring and reporting on all forms of financial activity within the areas of Contracts and equipment management.
- To utilise all available information to progress the efficiency of the estates management group and to ensure maximum value for money and accountability.
- To agree with the Estates Senior Managers a number of key performance indicators/benchmarks for procurement and the management of plant and medical equipment arrangements, and to provide regular information and reports on the Trust's progress against these indicators.
- To meet with, present to and communicate with a wide range of senior clinical and non-clinical staff in the Trust, DHSSPS and with senior staff of external organisations.
- To articulate and develop the vision and culture within estates of providing the best and most effective training for all Estates staff and to empower staff to achieve through appropriate training and development their maximum potential.

## **Quality**

- To provide advice and interpretation of all aspects of current and proposed legislation, guidance, standards and industrial good practice for the full range of diverse estates business and financial areas including:
  - Medical Equipment Maintenance and Management
  - Budget management and reporting
  - Specialist contract administration
- To work within the requirements of the Trust's integrated governance framework, ensuring that all elements relating to the delivery of estates services meet legislative requirements.
- To contribute to the achievement of Centre of Procurement Excellence for estates management.
- To report to Estate Contracts and Equipment Senior Manager, Co-Director Estates, Director of Redevelopment and Planning and Trust Board on compliance with relevant controls assurance standards.

## **Financial and Resource Management**

- To contribute to the development of a business plan for the estates department including the financial models and arrangements for all areas of business activity in collaboration with estates senior team.
- To develop budget management tools for the monitoring and management of estates finances within the areas of contracts and equipment management, which are comprehensive, adaptable and accurate.
- To liaise with Finance department colleagues on all matters relevant to Estate Contracts and Equipment Finances and budgets, including end-of-year accounts, cost savings plans etc.
- To prepare and submit cost pressure papers for relevant estates business areas and prepare business cases where required with all relevant information and analysis.
- To develop and monitor appropriate workforce budget plans and controls.

## **People Management and Development**

- To deputise for the Estate Contracts and Equipment Senior Manager in his/her absence when required.
- To promote the corporate values and culture of the organisations through the development and implementation of relevant policies and procedures, and appropriate personal behaviour
- To lead and empower a team of estates management staff, providing expert advice to the Trust as required.
- To delegate appropriate responsibility and authority to the level of staff within his/her control, consistent with effective decision making, whilst retaining responsibility and accountability for results.
- To contribute as an effective team member of the Estates Management Team.
- To participate in the Trust's Performance Review Scheme. To review the performance of direct reports on a regular basis, and to provide direction on personal development requirements and appropriate action.
- To take responsibility for his/her own performance and take action to address identified personal development areas.
- To maintain good staff relationships and morale amongst the staff reporting to him/her, through effective feedback, recognition, appraisal and development.

- Where appropriate, review the organisational plan and establishment levels and ensure that each is consistent with achieving objectives and to recommend change where appropriate.
- To participate, as required, in the selection and appointment of staff, in accordance with procedures laid down by the Trust.
- To take such action as may be necessary in disciplinary matters, in accordance with procedures laid down by the Trust.
- To promote the Trust's policies on 'equality of opportunity' through his/her own actions and to ensure the adherence to these policies by staff for whom he/she has responsibility.
- To contribute to the Trust's overall corporate and integrated governance processes to ensure its compliance with public sector values and codes of conduct, operations and accountability.

## **General Responsibilities**

Employees of the Trust will be required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's No Smoking Policy.
- Carry out their duties and responsibilities in compliance with health and safety policy and statutory regulations.
- Adhere to equal opportunities policy throughout the course of their employment.
- Ensure the ongoing confidence of the public in service provision.
- Comply with the HPSS code of conduct.

*This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which Estates Contracts and Equipment Divisional Manager works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time by the Estate Contracts and Equipment Senior Manager.*

## **RECORDS MANAGEMENT**

The Estate Contracts and Equipment Divisional Manager is responsible to the Estate Contracts and Equipment Senior Manager for Estates for all records held, created or used as part of their business including corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Information Regulations 2004 and the Data Protection Act 1998.

March 2008



Belfast Health and  
Social Care Trust



Information Pack

## **Estates Contracts and Equipment Divisional Manager**

### **Terms and Conditions**

**Full- Time/Job Share**

**Band to be determined**

The NHS terms and conditions (Agenda for Change) will apply to this post.

In addition to 10 public holidays, the annual leave allowance will be as follows: -

- On appointment – 27 days
- After 5 years service – 29 days
- After 10 years service – 33 days

He/she may be required to travel throughout Northern Ireland, the United Kingdom, the Republic of Ireland, and elsewhere. The successful candidate should therefore have access to a form of transport that will permit them to meet the requirements of the post in full and be prepared to travel as required.

## **Estates Contracts and Equipment Divisional Manager**

**Band to be determined**

### **Personnel Specification:**

Applicants must provide evidence by the closing date for application that they are working in a substantive post within the **Belfast HSC Trust or the Regional Medical Physics Agency**

#### **Knowledge, skills and experience required:**

- MSc in a relevant engineering or building discipline
- or**
- Be a corporate member of an engineering institute/institution relevant to engineering services or building together with registration as a chartered engineer with the Engineering Council or equivalent membership of one of the following would be particularly appropriate:
  - The Institute of Healthcare Engineering and Estates Management
  - The Institution of Mechanical Engineers
  - The Institution of Electrical Engineers
  - The Chartered Institution of Building Service Engineers
  - Corporate member of the Royal Institution of Chartered Surveyors (Building or Quantity Surveying Division)
  - Registered Architect
  - Corporate member of the Chartered Institute of Building
- or**
- Degree in a relevant engineering or building discipline **plus** 3 years relevant experience in a senior role (EO4 or above)

#### **AND**

- Delivered improvements in relation to the performance of a complex Estate within the last 3 years.
- In the last 3 years have worked with a diverse range of stakeholders, both internal and external to the organisation, to achieve successful outcomes.

- Successfully demonstrate high level people management, governance, leadership and organisational skills in the last 3 years.
- Experience of Estates management and budgetary control within a major complex organisation.

Works staff substantively in post in the Health and Personal Social Services on 31 March 1985 (Professional and Technical Staff Joint Council HSS (TC7) 9/85) holding a Higher National Certificate or equivalent qualification will be eligible to apply for this position notwithstanding the above qualification requirement.

### **Desirable criteria**

- Successfully demonstrated high level people management, governance, leadership and organisational skills for a minimum of 2 years in the last 6 years.
- Experience of financial management and budgetary control in a major complex organisation

### **SHORTLISTING**

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application form. It is therefore essential that all applicants demonstrate through their application how and to what extent their experience and qualities are relevant to this post and the extent to which they satisfy each criterion specified.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role. The competencies concerned are given in the NHS Leadership Qualities Framework.

Desirable criteria may be used in the short-listing process.

**March 2008**



# Belfast Health and Social Care Trust

## Job Description

**Title of Post:** Procurement, Supplies & Contracts Management  
Divisional Manager

**Post Band:** TBC

**Reports to:** Estates Head of Strategic Investment

**Responsible to:** Co-Director Estates Management

### Job Summary

The Procurement, Supplies & Contracts Management Divisional Manager will be responsible for the management of the Estates Procurement, Supplies & Contracts Management team, which consists of the Estates Contracts team and the Estates Supplies team.

The post holder will be responsible through the Estates Head of Strategic Investment (Band 8C) for ensuring the successful implementation of a compliant, consistent and professional procurement service within the BHSCT, developing and implementing contract strategies and policies in support of the development of Trust services. He/She will provide leadership to ensure value for money (VFM) and best practice procurement and contribute to the enhancement of procurement standards across the Estates Service Department.

The post holder will maintain full compliance with Northern Ireland Public Procurement Policy (NIPP) and Procurement Guidance Notes (PGNs).

He/She will ensure that the BHSCT achieves its corporate aim of managing the diverse contractual relationships with companies and service providers to provide the maximum benefit to the Trust in terms of compliance, quality of service and value for money.

The post holder will have delegated responsibility for innovative procurement of all contracts required for a highly complex estate for maintenance and testing of buildings, land, plant and medical equipment, for the purchase of estates goods & supplies and for the provision of training within approved budget for estates staff, regionally.

The post holder will scrutinise the financial performance of contracts within his/her control and provide budget information to the Estates Head of Strategic Investment. He/She will ensure that systems are in place to demonstrate financial probity. He/She will develop budgets for general maintenance contracts and medical equipment

contracts. He/She will provide financial reports and investigate financial aspects as requested by the Estates Senior Management Team or by the BHSCT Finance team. The post holder will be accountable to the Estates Head of Strategic Investment for all BHSCT contracts for maintenance and testing of buildings, land, plant and medical equipment, for the purchase of estates goods & supplies and for the provision of training for estates staff, in terms of the delivery of suitable services in accordance with the requirements of the BHSCT.

He/She will monitor contracts in respect of full compliance with contractual requirements as well as with regard to financial performance. He/she will scrutinise contracts within his/her control to ensure that relevant financial limits are not exceeded.

He/she will work to achieve the objectives required within the performance management framework for the Trust.

The post holder will deliver suitable maintenance contracts to ensure that estates plant and medical equipment is maintained in an effective manner in accordance with manufacturers' recommendations, statutory requirements, requirements of relevant guidelines and as required by equipment users and for the benefit of service users. He/she will liaise with relevant Estates and healthcare professionals, manufacturers, contractors and equipment users to ensure that suitable contracts are in place to ensure optimum reliability, availability and safety of equipment for the benefit of patients, staff and visitors. This will include contracts for general equipment such as lifts, fire alarm systems, ventilation systems etc as well as contracts for complex medical equipment such as imaging equipment, general medical equipment, laboratory equipment etc.

The post holder will be responsible for providing informed, professional, expert procurement advice and guidance.

He/She will also provide procurement and contract management training and contract management guidance notes for dissemination to contract users.

The Procurement, Supplies & Contracts Management Divisional Manager will be responsible for management of the Estates Supplies team which operates at multiple locations across the BHSCT.

He/She will provide leadership in ensuring the successful implementation of a suitable, consistent and professional stores and supplies management function within the BHSCT Estates Department. He/She will develop and implement strategies, policies and procedures required for the management of all goods and materials required by the Estates Department for the provision of a full maintenance and repair service, by directly employed Estates staff.

Responsibilities will include management of main and satellite stores; procurement, ordering, receipt, storage and issue of stock; maintenance of appropriate levels of stock in terms of quantities and values; monitoring of suppliers and goods provided; management of the supply of clothing, footwear and tools; analysis of complex data and the provision of management reports.

## **KEY RESULT AREAS**

### **Setting Direction**

- To support the Estates Head of Strategic Investment with the implementation and delivery of the Trust's Estate Strategy and Estates Control Plan.
- To contribute to and support the delivery of BHSCT corporate objectives in relation to procurement.
- To provide leadership as regards the development and implementation of innovative Estates procurement strategies, plans, policies and procedures for the development and management of Estate buildings, land, plant and medical equipment, the Estates Supplies service and training of estates staff. To ensure compliance with statutory requirements, manufacturers' recommendations, relevant guidelines, clinical and other local standards, policies and procedures and Estates procurement procedures and guidance, while delivering optimum quality of service and value for money.
- To provide direction as regards the development and implementation of contract management strategies and associated procedures and documentation in line with mandatory requirements and best practice.
- To promote continuously improving quality of service and efficiency targets through monitoring of compliance and financial performance and by the use of key estates performance management indicators in collaboration with estates colleagues.
- To contribute to the development of a comprehensive business plan for the Estates department including the financial management of all areas of estates business and finances. To complete, or to contribute to the completion of, business cases, as required.
- To develop and communicate governance and process effectively and consistently, advise on the optimum commercial and procurement approach, develop forward plans, and monitor and improve compliance.
- To develop an innovative strategy for the maintenance, monitoring and decontamination of acute-based medical equipment.
- To contribute to the development of an innovative strategy for the maintenance, monitoring, decontamination, delivery & collection of community based medical equipment, aids and appliances, in collaboration with the Estates Community Equipment team and other specialist clinical services in the field of 'connected health'.
- To provide leadership in the management, development and improvement of the Estates Supplies service for the procurement and management of all goods and supplies required by the Estates Department. To develop management strategies and associated procedures and documentation in line with mandatory requirements and best practice.

### **Service Delivery**

- Developing procurement strategies for the service as a whole and also for each individual tender requirement.

- Managing and supporting the implementation of procurement strategies by the production and delivery of comprehensive Action Plans, translating corporate and strategic objectives into realistic, achievable and time-bounded goals.
- To develop and manage innovative procurement contracts for the management of buildings, land, plant and medical equipment across all areas of the Estate as well for the purchase of estates goods & supplies and for the provision of training for estates staff.
- Ensuring implementation of standardised procurement procedures and documentation to maintain a compliant, professional procurement function.
- Proactively engaging in regular market sounding to establish feasibility, capacity, capability and encouraging innovation.
- To ensure that BHSCT has suitable contracts in place, at all times, for maintenance of equipment, for supply of goods or for provision of training, including achievement of deadlines for contract implementation.
- To ensure that contract scope is amended as needs be during the period of contract to take account of additional equipment or equipment being removed from service.
- To assist in the nomination of CAG members for regional tenders and to provide full specialist support to Trust CAG members for all other regional tenders.
- To be responsible for the implementation of all regional contracts.
- To be responsible for the provision of suitable contracts for scope that is outside of the regional tender programme by way of Trust tenders, available frameworks or by the use of Direct Award Contracts (DACs).
- To be responsible for the management of BHSCT tenders, including above-threshold tenders, ensuring mandatory use of the current system for electronic tendering.
- To assist in the nomination of CAG members for BHSCT tenders.
- To comply with current procurement advice and guidance provided by BSO PaLS, including strict adherence to procedures for use of electronic tendering.
- To be responsible for preparing tender documentation, including specifications.
- To analyse requests for DACs, including “pre-approval”, prior to approval by the Co-Director for Estates.
- To manage approval of large numbers of invoices as well as manage problematic invoices through identification and resolution of issues.
- To complete detailed contract reviews for all contracts in accordance with a planned programme of work.
- Track and manage contract extensions, contract variations and contract renewals and ensure all such negotiations / discussions are conducted in accordance with the Contract Management methodology.
- Contract life-cycle management to ensure contracts are systematically and efficiently managed including their creation, execution, and analysis, in order to maximise operational and financial performance whilst minimising risk.
- To develop, implement, review and improve strategies, plans and monitoring tools for financial management of contracts and equipment for the Estate Services Department in accordance with the requirements of standing financial instructions and effective budget management.

- To undertake contract spend management across all appropriate contracts and frameworks under management to ensure they do not exceed permitted contract values and to monitor compliance, creating and deploying strategies for issues such as contract leakage, over utilization or performance issues.
- To develop, implement, review and improve strategies, plans and monitoring tools for management of all aspects of contract performance. To proactively manage and monitor supplier performance in accordance with the requirements of Procurement Guidance Notes, contractual terms and conditions and KPIs.
- Developing contract management and supplier relationship management strategies as integral aspects of procurement activity across the categories
- Review, development and dissemination of good practice, keeping abreast with relevant case law and developments in procurement.
- To manage stores operated by Estates Supplies team staff at multiple locations across the BHSCT. To ensure the successful implementation of a suitable, consistent and professional stores and supplies function within the BHSCT Estates Department.
- To ensure that Estates stores maintain and manage a suitable stock holding of goods and materials regularly required by the Estates Department for maintenance of the BHSCT estate, in terms of the range and quantities of items held as stock.
- To ensure that non-stock materials are provided as required by BHSCT Estates Department.
- To develop, implement, review and improve strategies and procedures for management of all aspects of the Estates Supplies function.
- To ensure that suitable procedures are in place, and used in accordance with training provided, for ordering, receipt, storage and issue of all items managed by the Estates Supplies Team, using software systems for ordering and stores management for maximum benefit.
- To ensure that the accuracy of stores records is maximised through adherence to procedures including use of software systems, auditing of the use of procedures and by completion of sufficient regular stock checks.
- To ensure that stock is stored in suitable locations in terms of method of storage, access to items, ambient conditions, security & safety, depending on item size, weight, value or other conditions required for safe storage.
- To ensure that suppliers are monitored in terms of supplier performance and the quality of items provided and that suitable corrective action is taken when necessary.
- To ensure that specific procedures are in place, and adhered to, for the request and issue of clothing, footwear and tools.
- To provide necessary management reports, following analysis of complex data extracted from stores management systems or other records.

### **Development and Innovation**

- To develop innovative procurement strategies and consequent policies for a wide range of services across the Trust including:

- Budget Management
- Medical and specialist equipment maintenance
- Estates procurement
- Other areas in the emerging business and contract management areas of estates.
- To undertake research and piloting of new procurement and medical equipment management procedures in collaboration with clinical colleagues.
- To conduct early market engagement, encouraging innovation.
- To make a major contribution to innovative solutions as regards regional tendering, including planning and individual tenders, providing leadership in order to ensure optimum value for the BHSCT and for the regional as a whole.
- To manage change and innovation as regards management of the supplies functions at sites throughout the BHSCT to introduce a common methodology as far as practicable, while taking account of specific local requirements.

### **Collaborative Working**

- To provide effective and efficient estate procurement and contract management services in support of the Trust's delivery plans and objectives.
- To work in collaboration with the Estates Head of Strategic Investment and other Senior Managers in the Directorate to improve the performance, quality and value of Estates procured products and services.
- To develop innovative partnering arrangements with contractors, suppliers, service agents, equipment users and clinical colleagues for the efficient and effective management of estates plant and medical equipment in accordance with manufacturers' recommendations, statutory requirements, requirements of relevant guidelines and as required by equipment users.
- To recognise and establish links with other specialists, both internal and external to the Trust, as and when required.
- To form effective, collaborative relationships with Dept. of Health, Fire Service, Health and Safety Executive and other relevant external organisations to influence the development of region wide approaches to estates procurement and financial management.
- To liaise with procurement professionals, internally and externally. To co-operate closely with BSO PaLS Service & Maintenance Contracts Team and other Trusts, working co-operatively to ensure consistent and coherent approaches towards procurement practices. To complete an agreed programme of regional tenders to realise the advantages of a regional approach for the benefit of all Trusts.
- To liaise closely with BSO PaLS Compliance Unit to ensure that appropriate requests for approval of "Direct Award Contracts" are authorised in a timely fashion and monitored as required thereafter.
- To undertake review of procurement processes, in collaboration with BSO PaLS Compliance Unit, to ensure adherence to PaLS procurement processes.
- To liaise with PaLS medical equipment procurement teams to ensure that procurement of maintenance is included for within tenders for procurement of equipment, using appropriate tender documentation, including specifications and pricing schedules.

- To liaise with PaLS medical equipment procurement teams to obtain details of purchases of new medical equipment and proactively engage with purchasers of the equipment to ensure that service contract cover is arranged in a timely fashion.
- To meet regularly with clinical and Estates groups, for discussion and review and for the dissemination of information in relation to contracts for the provision of service.
- Implementing and communicating strategies, policies and procedures as they relate to the work of other departments or sections.
- Serving on any internal committees or groups, within the role of the post.
- To consult, negotiate and communicate with staff side as appropriate across the range of work responsibilities.
- To work in partnership with staff-side colleagues to identify safe and flexible approaches to the delivery of estates services.

### **Communication and Information Management**

- To determine the requirements, and contribute to the development, of software systems for effective and efficient management of Estates contracts and for management of the Estates Supplies function.  
These systems shall be capable of:
  - Tracking, monitoring and reporting on all forms of financial activity within the areas of Contracts and equipment management.
  - Management of contracts and equipment.
  - Stores management, including management of stock, ordering and financial monitoring.
  - Sharing necessary contract information with contract users.
- To utilise all available information to progress the efficiency of the estates management group and to ensure maximum value for money and accountability.
- To agree with the Estates Senior Managers a number of key performance indicators/benchmarks for procurement and the management of plant and medical equipment arrangements, and to provide regular information and reports on the Trust's progress against these indicators.
- To meet with, present to and communicate, as required, with a wide range of senior clinical and non-clinical staff in the Trust, Dept. of Health and with senior staff of external organisations.
- To articulate and develop the vision and culture within estates of providing the best and most effective training for all Estates staff and to empower staff to achieve through appropriate training and development their maximum potential.
- To provide accurate, professional and expert advice, guidance, training and support to the Estates Senior Management Team on all procurement matters ensuring awareness of and compliance with procurement legislation.
- To communicate effectively to ensure that all Contracts Team staff are aware of and comply with procurement policies, procedures and processes which underpin procurement within the organisation.

- To proactively provide advice and guidance to Estates Department staff and clinical staff as regards best practice in the use and management of Estates contracts.
- To provide procurement and contract management training and contract management guidance notes for dissemination to contract users.
- To communicate effectively in written or oral form, in the best interests of the BHSCT Estates Department, when acting as a representative on various regional or Trust groups.
- To provide all written reports required by Estates Senior Management Team in connection with the procurement function or the Estates Supplies function.

## **Quality**

- To provide advice and interpretation of all aspects of current and proposed legislation, guidance, standards and industrial good practice for the full range of diverse estates business and financial areas including:
  - Maintenance and management of buildings, land, plant and medical equipment
  - Budget management and reporting
  - Specialist contract administration
  - Management of supplies
- To work within the requirements of the Trust's Integrated Governance & Assurance Framework, ensuring that all elements relating to the delivery of estates services meet legislative requirements.
- To be recognized as a leader and specialist in healthcare estate procurement, committed to compliance, best practice and innovation.
- To report to Estates Head of Strategic Investment, Co-Director Estates, Director of Finance and Trust Board on compliance with relevant governance and assurance standards.
- To ensure that necessary suitable and effective procedures are in place for all aspects of activity required for the management of the Estates Contract Management function and for the management of the Estates Supplies function.
- To ensure that all team members have an awareness of all relevant procedures and have received any necessary training.
- To ensure that all team members are aware of the importance of accuracy in their work and the importance of accurate records, including accurate data input.
- To review quality and ensure that corrective action is taken when necessary.

## **Financial and Resource Management**

- Promote an efficiency culture, critically analysing and challenging existing practices. Be innovative in proposing and leading initiatives to improve best value for money, quality delivery and resource utilisation.

- To contribute to the development of a business plan for the estates department including the financial models and arrangements for all areas of business activity in collaboration with estates senior team.
- To develop budget management tools for the monitoring and management of estates finances within the areas of contracts and equipment management and the supplies management function, which are comprehensive, adaptable and accurate.
- To liaise with Finance department colleagues on all matters relevant to:
  - Estate Contracts and Equipment Finances and budgets, including end-of-year accounts, cost savings plans etc.
  - Management of Estates stores, including stock check reports.
- To prepare and submit cost pressure papers for relevant estates business areas and prepare business cases where required with all relevant information and analysis.
- To develop and monitor appropriate workforce budget plans and controls.

### **People Management and Development**

- To deputise for the Estates Head of Strategic Investment in his/her absence when required.
  - To promote the corporate values and culture of the organisations through the development and implementation of relevant policies and procedures, and appropriate personal behaviour.
  - To lead and empower a team of estates management staff, providing expert advice to the Trust as required.
  - To manage the planning and allocation of work to Estates Contracts team staff and Estates Supplies team staff, providing leadership in the development of plans, policies and procedures, in line with BHSCCT corporate objectives.
  - To delegate appropriate responsibility and authority to the level of staff within his/her control, consistent with effective decision making, whilst retaining responsibility and accountability for results.
  - To contribute as an effective team member of the Estates Management Team.
  - To participate in the Trust's performance reviews. To review the performance of direct reports on a regular basis, and to provide direction on personal development requirements and appropriate action.
  - To take responsibility for his/her own performance and take action to address identified personal development areas.
  - To maintain good staff relationships and morale amongst the staff reporting to him/her, through effective feedback, recognition, appraisal and development.
  - Where appropriate, review the organisational plan and establishment levels and ensure that each is consistent with achieving objectives and to recommend change where appropriate.
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- To participate, as required, in the selection and appointment of staff, in accordance with procedures laid down by the Trust.
  - To take such action as may be necessary in disciplinary matters, in accordance with procedures laid down by the Trust.

- To promote the Trust's policies on 'equality of opportunity' through his/her own actions and to ensure the adherence to these policies by staff for whom he/she has responsibility.
- To contribute to the Trust's overall corporate and integrated governance processes to ensure its compliance with public sector values and codes of conduct, operations and accountability.

### **General Responsibilities**

Employees of the Trust will be required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's No Smoking Policy.
- Carry out their duties and responsibilities in compliance with health and safety policy and statutory regulations.
- Adhere to equal opportunities policy throughout the course of their employment.
- Ensure the ongoing confidence of the public in service provision.
- Comply with the HPSS code of conduct.

*This job description is subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the Procurement, Supplies & Contracts Management Divisional Manager works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time by the Estates Head of Strategic Investment.*

### **RECORDS MANAGEMENT**

The Procurement, Supplies & Contracts Management Divisional Manager is responsible to the Estates Head of Strategic Investment for all records held, created or used as part of their business including corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Information Regulations 2004 and the Data Protection Act 1998.

April 2023



Belfast Health and  
Social Care Trust

## **Procurement, Supplies & Contracts Management Divisional Manager**

### **Terms and Conditions**

**Full- Time/Job Share**

**Band TBC**

The NHS terms and conditions (Agenda for Change) will apply to this post.

In addition to 10 public holidays, the annual leave allowance will be as follows: -

- On appointment – 27 days
- After 5 years service – 29 days
- After 10 years service – 33 days

He/she may be required to travel throughout Northern Ireland, the United Kingdom, the Republic of Ireland, and elsewhere. The successful candidate should therefore have access to a form of transport that will permit them to meet the requirements of the post in full and be prepared to travel as required.

## **Procurement, Supplies & Contracts Management Manager**

**Band TBC**

### **Personnel Specification:**

Applicants must provide evidence by the closing date for application that they are working in a substantive post within the **Belfast HSC Trust or the Regional Medical Physics Agency**

#### **Knowledge, skills and experience required:**

- MSc in a relevant engineering or building discipline
- or**
- Be a corporate member of an engineering institute/institution relevant to engineering services or building together with registration as a chartered engineer with the Engineering Council or equivalent membership of one of the following would be particularly appropriate:
  - The Institute of Healthcare Engineering and Estates Management
  - The Institution of Mechanical Engineers
  - The Institution of Electrical Engineers
  - The Chartered Institution of Building Service Engineers
  - Corporate member of the Royal Institution of Chartered Surveyors (Building or Quantity Surveying Division)
  - Registered Architect
  - Corporate member of the Chartered Institute of Building
- or**
- Degree in a relevant engineering or building discipline **plus** 3 years relevant experience in a senior role (EO4 or above)

#### **AND**

- Delivered improvements in relation to the performance of a complex Estate within the last 3 years.
- In the last 3 years have worked with a diverse range of stakeholders, both internal and external to the organisation, to achieve successful outcomes.

- Successfully demonstrate high level people management, governance, leadership and organisational skills in the last 3 years.
- Experience of Estates management and budgetary control within a major complex organisation.

Works staff substantively in post in the Health and Personal Social Services on 31 March 1985 (Professional and Technical Staff Joint Council HSS (TC7) 9/85) holding a Higher National Certificate or equivalent qualification will be eligible to apply for this position notwithstanding the above qualification requirement.

#### **Desirable criteria**

- Successfully demonstrated high level people management, governance, leadership and organisational skills for a minimum of 2 years in the last 6 years.
- Experience of financial management and budgetary control in a major complex organisation

#### **SHORTLISTING**

A shortlist of candidates for interview will be prepared on the basis of the information contained in the application form. It is therefore essential that all applicants demonstrate through their application how and to what extent their experience and qualities are relevant to this post and the extent to which they satisfy each criterion specified.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role. The competencies concerned are given in the NHS Leadership Qualities Framework.

Desirable criteria may be used in the short-listing process.

**November 2023**



## Matched Job Report

<b>Job Title</b>	Procurement, Supplies and Contracts Management Divisional Manager
<b>Job ID</b>	Belfast HSC Trust/BTCJ/Admin/384
<b>Score</b>	566
<b>Band</b>	8A
<b>Status</b>	Band Matched
<b>Matched To</b>	Estates Manager Higher Level (Operations and/or specialist services)

### Job Statement

The Procurement, Supplies and Contracts Management Divisional Manager will be responsible for the management of the Estates Procurement, Supplies & Contracts Management team, which consists of the Estates Contracts team and the Estates Supplies team.

To lead and empower a team of estates management staff, providing expert advice to the Trust as required.

Responsibility for innovative procurement of all contracts required for a highly complex estate for maintenance and testing of buildings, land, plant and medical equipment, for the purchase of estates goods & supplies and for the provision of training within approved budget for estates staff, regionally. The post holder will be responsible for providing informed, professional, expert procurement advice and guidance.

The post holder will also provide procurement and contract management training and contract management guidance notes for dissemination to contract users.

To determine the requirements, and contribute to the development, of software systems for effective and efficient management of Estates contracts and for management of the Estates Supplies function.

<b>1. Communication &amp; Relationship Skills</b>	
<b>National Profile</b> 4a-5a	<b>Profile</b> 4
<b>Factor Status</b> Matched	<b>Score</b> 32
<b>Relevant Job Information</b>	
<p>To meet with, present to and communicate, as required, with a wide range of senior clinical and non-clinical staff in the Trust, Dept. of Health and with senior staff of external organisations.</p> <p>To provide accurate, professional and expert advice, guidance, training and support to the Estates Senior Management Team on all procurement matters ensuring awareness of and compliance with procurement legislation.</p> <p>To communicate effectively to ensure that all Contracts Team staff are aware of and comply with procurement policies, procedures and processes which underpin procurement within the organisation.</p> <p>To recognise and establish links with other specialists, both internal and external to the Trust, as and when required.</p>	

To form effective, collaborative relationships with Dept. of Health, Fire Service, Health and Safety Executive and other relevant external organisations to influence the development of region wide approaches to estates procurement and financial management.  
 Leading contentious discussions and meetings with unhappy, upset or angry Trust staff or contractors or with other persons such as representatives of BSO PaLS or other Trusts  
 Resolution of problems encountered as a consequence of difficult tendering exercises or contractors.

<b>2. Knowledge, Training &amp; Experience</b>			
<b>National Profile</b>	<b>7</b>	<b>Profile</b>	<b>7</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>196</b>
<b>Relevant Job Information</b>			
MSc in a relevant engineering or building discipline.			

<b>3. Analytical &amp; Judgemental Skills</b>			
<b>National Profile</b>	<b>5</b>	<b>Profile</b>	<b>5</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>60</b>
<b>Relevant Job Information</b>			
<p>To develop, implement, review and improve strategies, plans and monitoring tools for management of all aspects of contract performance. To proactively manage and monitor supplier performance in accordance with the requirements of Procurement Guidance Notes, contractual terms and conditions and KPIs.</p> <p>Review, development and dissemination of good practice, keeping abreast with relevant case law and developments in procurement.</p> <p>To provide necessary management reports, following analysis of complex data extracted from stores management systems or other records.</p> <p>To provide advice and interpretation of all aspects of current and proposed legislation, guidance, standards and industrial good practice for the full range of diverse estates business and financial areas including:</p> <ul style="list-style-type: none"> <li>o Maintenance and management of buildings, land, plant and medical equipment</li> <li>o Budget management and reporting</li> <li>o Specialist contract administration</li> <li>o Management of supplies</li> </ul> <p>Contract life-cycle management to ensure contracts are systematically and efficiently managed including their creation, execution, and analysis, in order to maximise operational and financial performance whilst minimising risk.</p>			

<b>4. Planning &amp; Organisational Skills</b>
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<b>National Profile</b>	<b>5</b>	<b>Profile</b>	<b>5</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>60</b>
<b>Relevant Job Information</b>			
<p>Managing and supporting the implementation of procurement strategies by the production and delivery of comprehensive Action Plans, translating corporate and strategic objectives into realistic, achievable and time-bounded goals.</p> <p>To provide direction as regards the development and implementation of contract management strategies and associated procedures and documentation in line with mandatory requirements and best practice.</p> <p>To promote continuously improving quality of service and efficiency targets through monitoring of compliance and financial performance and by the use of key estates performance management indicators in collaboration with estates colleagues.</p> <p>To contribute to the development of a comprehensive business plan for the Estates department including the financial management of all areas of estates business and finances. To complete, or to contribute to the completion of, business cases, as required.</p> <p>To develop an innovative strategy for the maintenance, monitoring and decontamination of acute-based medical equipment.</p>			

<b>5. Physical Skills</b>			
<b>National Profile</b>	<b>3b</b>	<b>Profile</b>	<b>2</b>
<b>Factor Status</b>	<b>Variance</b>	<b>Score</b>	<b>15</b>
<b>Relevant Job Information</b>			
<p>The post holder works almost continually seated at a PC on a desk in an office environment. Desk based office work at workstation. Use of PC for email, specialist software and for creation, amendment and review of documents such as word documents, spreadsheet etc, requiring repetitive keyboard input.</p> <p>PC work.</p>			

<b>6. Patient / Client Care</b>			
<b>National Profile</b>	<b>1</b>	<b>Profile</b>	<b>1</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>4</b>
<b>Relevant Job Information</b>			
Incidental.			

<b>7. Policy &amp; Service</b>			
<b>National Profile</b>	<b>4-5</b>	<b>Profile</b>	<b>5</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>45</b>
<b>Relevant Job Information</b>			

The post holder will be responsible through the Estates Head of Strategic Investment (Band 8C) for ensuring the successful implementation of a compliant, consistent and professional procurement service within the BHSCT, developing and implementing contract strategies and policies in support of the development of Trust services.

The post holder will provide leadership to ensure value for money (VFM) and best practice procurement and contribute to the enhancement of procurement standards across the Estates Service Department.

The post holder will maintain full compliance with Northern Ireland Public Procurement Policy (NIPP) and Procurement Guidance Notes (PGNs).

To provide leadership as regards the development and implementation of innovative Estates procurement strategies, plans, policies and procedures for the development and management of Estate buildings, land, plant and medical equipment, the Estates Supplies service and training of estates staff. To ensure compliance with statutory requirements, manufacturers' recommendations, relevant guidelines, clinical and other local standards, policies and procedures and Estates procurement procedures and guidance, while delivering optimum quality of service and value for money.

Ensuring implementation of standardised procurement procedures and documentation to maintain a compliant, professional procurement function.

To ensure that suitable procedures are in place, and used in accordance with training provided, for ordering, receipt, storage and issue of all items managed by the Estates Supplies Team.

To ensure that specific procedures are in place, and adhered to, for the request and issue of clothing, footwear and tools.

To develop innovative procurement strategies and consequent policies for a wide range of services across the Trust including:

- Budget Management
- Medical and specialist equipment maintenance
- Estates procurement
- Other areas in the emerging business and contract management areas of estates.

<b>8. Financial &amp; Physical</b>			
<b>National Profile</b>	<b>4ac</b>	<b>Profile</b>	<b>4</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>32</b>
<b>Relevant Job Information</b>			
<p>The post holder will scrutinise the financial performance of contracts within their control and provide budget information to the Estates Head of Strategic Investment. The post holder will ensure that systems are in place to demonstrate financial probity. The post holder will develop budgets for general maintenance contracts and medical equipment contracts. The post holder will provide financial reports and investigate financial aspects as requested by the Estates Senior Management Team or by the BHSCT Finance team.</p> <p>The post holder will be accountable to the Estates Head of Strategic Investment for all BHSCT contracts for maintenance and testing of buildings, land, plant and medical equipment, for the purchase of estates goods &amp; supplies and for the provision of training for estates staff, in terms of the delivery of suitable services in accordance with the requirements of the BHSCT.</p> <p>To develop budget management tools for the monitoring and management of estates finances within</p>			

the areas of contracts and equipment management and the supplies management function, which are comprehensive, adaptable and accurate.

To liaise with Finance department colleagues on all matters relevant to:

- o Estate Contracts and Equipment Finances and budgets, including end-of-year accounts, cost savings plans etc.

- o Management of Estates stores, including stock check reports.

To prepare and submit cost pressure papers for relevant estates business areas and prepare business cases where required with all relevant information and analysis.

To develop and monitor appropriate workforce budget plans and controls.

<b>9. Human Resources</b>	
<b>National Profile</b> 4a	<b>Profile</b> 4
<b>Factor Status</b> Matched	<b>Score</b> 32
<b>Relevant Job Information</b>	
<p>To manage the planning and allocation of work to Estates Contracts team staff and Estates Supplies team staff, providing leadership in the development of plans, policies and procedures, in line with BHSC corporate objectives.</p> <p>To maintain good staff relationships and morale amongst the staff reporting to him/her, through effective feedback, recognition, appraisal and development.</p> <p>To participate, as required, in the selection and appointment of staff, in accordance with procedures laid down by the Trust.</p> <p>To take such action as may be necessary in disciplinary matters, in accordance with procedures laid down by the Trust.</p>	

<b>10. Information Resources</b>	
<b>National Profile</b> 2b-3b	<b>Profile</b> 2
<b>Factor Status</b> Matched	<b>Score</b> 9
<b>Relevant Job Information</b>	
<p>Using software systems for ordering and stores management for maximum benefit.</p> <p>To ensure that the accuracy of stores records is maximised through adherence to procedures including use of software systems, auditing of the use of procedures and by completion of sufficient regular stock checks.</p>	

<b>11. Research &amp; Development</b>	
<b>National Profile</b> 2	<b>Profile</b> 2
<b>Factor Status</b> Matched	<b>Score</b> 12

<b>Relevant Job Information</b>	
<p>To undertake research and piloting of new procurement and medical equipment management procedures in collaboration with clinical colleagues.</p> <p>To conduct early market engagement, encouraging innovation.</p>	

<b>12. Freedom To Act</b>			
<b>National Profile</b>	<b>4</b>	<b>Profile</b>	<b>4</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>32</b>
<b>Relevant Job Information</b>			
<p>To deputise for the Estates Head of Strategic Investment in his/her absence when required.</p> <p>To lead and empower a team of estates management staff, providing expert advice to the Trust as required.</p> <p>Responsibility for innovative procurement of all contracts required for a highly complex estate for maintenance and testing of buildings, land, plant and medical equipment, for the purchase of estates goods &amp; supplies and for the provision of training within approved budget for estates staff, regionally.</p> <p>To provide leadership in the management, development and improvement of the Estates Supplies service for the procurement and management of all goods and supplies required by the Estates Department. To develop management strategies and associated procedures and documentation in line with mandatory requirements and best practice.</p>			

<b>13. Physical Effort</b>			
<b>National Profile</b>	<b>1-2b</b>	<b>Profile</b>	<b>2</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>7</b>
<b>Relevant Job Information</b>			
<p>The post holder works almost continually seated at a PC on a desk in an office environment.</p> <p>Desk based office work at workstation. Use of PC for email, specialist software and for creation, amendment and review of documents such as word documents, spreadsheet etc, requiring repetitive keyboard input.</p> <p>VDU use.</p>			

<b>14. Mental Effort</b>			
<b>National Profile</b>	<b>3a</b>	<b>Profile</b>	<b>3</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>12</b>
<b>Relevant Job Information</b>			

Detailed written communication regarding complex issues, internally, to Estates, Clinical, Governance, Finance and SMT colleagues and, externally, to bodies such as BSO PaLS SMC Team, BSO PaLS Compliance Unit, other Trusts, contractors, suppliers and other procurement authorities.

Provision of accurate, professional and expert advice to specific, often ad hoc, queries.

Detailed preparation of, or detailed line-by-line review & approval of, full tender documentation. This includes detailed specifications, evaluation methodologies & pricing schedules, ensuring compliance with statutory requirements, manufacturers' recommendations, relevant guidelines, clinical and other local standards, policies and procedures and Estates procurement procedures and guidance.

Preparation of documentation required for approval of contentious high value Direct Award Contracts.

Resolution of contract performance issues, requiring research, analysis, consideration of contract conditions, specifications etc and preparation of detailed "arguments", for discussion.

Research and preparation for negotiations and potentially contentious contract management review meetings.

Preparation of detailed financial and other reports, for the Estates procurement and supplies functions, as required by Estates SMT, Medical Device Advisory Committee, Finance Dept, BSO PaLS, Labs, Regional Estates Procurement Group, Procurement Board, Contract Managers Group etc, either ad hoc or for regular meetings.

Development of Estates procurement strategies, plans, policies, procedures and financial management monitoring tools, for contracts and supplies functions.

Detailed review and provision of advice regarding current and proposed legislation, guidance, standards, good practice, BSO PaLS communications and plans.

Development, review and approval of risk assessments for Contracts team and Supplies team.

Provision of detailed information and responses required in connection with litigation.

Research and management of alternative or novel procurement methods such as use of new frameworks, requiring detailed review of documents and requirements.

Detailed contribution to business cases.

<b>15. Emotional Effort</b>			
<b>National Profile</b>	<b>2a</b>	<b>Profile</b>	<b>2</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>11</b>
<b>Relevant Job Information</b>			
<p>Dealing with clinical and Estates staff who may be dissatisfied with the service provided by the contracts Team or Supplies Team or with the service provided by a Contractor.</p> <p>Providing clinical and Estates staff with unwelcome information or advice that falls short of their expectations.</p> <p>Dealing with staff disputes, meeting with their Trade Union representatives for resolution.</p>			

<b>16. Working Conditions</b>			
<b>National Profile</b>	<b>2a/3ab</b>	<b>Profile</b>	<b>2</b>

<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>7</b>
<b>Relevant Job Information</b>			
<p>The post holder's primary base is in an office located at Knockbracken Healthcare Park. In normal circumstances, the post holder would spend 95% of their time there. The post holder also has responsibility for staff located in stores at the Royal Hospital's site and at Belfast City Hospital, where the post holder might spend 5% of their time.</p>			

## Matched Job Report

<b>Job Title</b>	Procurement, Supplies and Contracts Management Divisional Manager
<b>Job ID</b>	Belfast HSC Trust/BTCJ/Admin/384-R
<b>Score</b>	586
<b>Band</b>	8B
<b>Status</b>	Band Matched
<b>Matched To</b>	Estates Manager Higher Level (Operations and/or specialist services)

### Job Statement

The Procurement, Supplies and Contracts Management Divisional Manager will be responsible for the management of the Estates Procurement, Supplies & Contracts Management team, which consists of the Estates Contracts team and the Estates Supplies team.

To lead and empower a team of estates management staff, providing expert advice to the Trust as required.

Responsibility for innovative procurement of all contracts required for a highly complex estate for maintenance and testing of buildings, land, plant and medical equipment, for the purchase of estates goods & supplies and for the provision of training within approved budget for estates staff, regionally. The post holder will be responsible for providing informed, professional, expert procurement advice and guidance.

The post holder will also provide procurement and contract management training and contract management guidance notes for dissemination to contract users.

To determine the requirements, and contribute to the development, of software systems for effective and efficient management of Estates contracts and for management of the Estates Supplies function.

<b>1. Communication &amp; Relationship Skills</b>	
<b>National Profile</b> 4a-5a	<b>Profile</b> 5
<b>Factor Status</b> Matched	<b>Score</b> 45
<b>Relevant Job Information</b>	
<p>The post holder is frequently required to resolve disputes with contractors. Whilst many disputes can be resolved reasonably quickly and informally with appropriate action, the post holder is also required to resolve potentially highly damaging disputes with contractors when they arise. Such disputes often occur suddenly and without warning, with resolution often requiring sustained effort and detailed attention over periods of days, weeks or months, via written or telephone communication or during face-to-face meetings with senior staff such as Directors, Managing Directors or CEOs.</p> <p>The post holder must communicate at a high level, upholding Trust values while acting in the best interests of the Trust in a professional manner at all times. The post holder must also attempt to understand the perspective of others, endeavouring to reduce tensions and foster good relationships. Disputes that are more difficult to resolve often arise due to a Contractor's refusal to accept the</p>	

complicated detailed contractual requirements included within Conditions of Contract or Scoping & Specification documents.

This can result in withdrawal of service or threatened termination of contract cover, in tense circumstances, with high-level representatives of Contractors displaying aggressive, passive aggressive or provocative behaviours, possibly questioning the post holder's professionalism, honesty, motives etc.

Issues are often a result of, or exacerbated, by the Contractor's refusal to accept information, facts or reports that they regard as controversial or not in their interests, financial or otherwise.

The post holder is required to use highly developed communication skills, both written and verbal, to present the best case on behalf of the Trust through informed discussion of detailed legal, technical and financial issues, in order to resolve the dispute for the benefit of the Trust.

<b>2. Knowledge, Training &amp; Experience</b>	
<b>National Profile</b> 7	<b>Profile</b> 7
<b>Factor Status</b> Matched	<b>Score</b> 196
<b>Relevant Job Information</b>	
As per original matched job report.	

<b>3. Analytical &amp; Judgemental Skills</b>	
<b>National Profile</b> 5	<b>Profile</b> 5
<b>Factor Status</b> Matched	<b>Score</b> 60
<b>Relevant Job Information</b>	
As per original matched job report.	

<b>4. Planning &amp; Organisational Skills</b>	
<b>National Profile</b> 5	<b>Profile</b> 5
<b>Factor Status</b> Matched	<b>Score</b> 60
<b>Relevant Job Information</b>	
As per original matched job report.	

<b>5. Physical Skills</b>	
<b>National Profile</b> 3b	<b>Profile</b> 2
<b>Factor Status</b> Variance	<b>Score</b> 15
<b>Relevant Job Information</b>	
Highly developed keyboard skills. Have not supplied further evidence of fine tools or equipment. Remains the same.	

<b>6. Patient / Client Care</b>			
<b>National Profile</b>	<b>1</b>	<b>Profile</b>	<b>1</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>4</b>
<b>Relevant Job Information</b>			
As per original matched job report.			

<b>7. Policy &amp; Service</b>			
<b>National Profile</b>	<b>4-5</b>	<b>Profile</b>	<b>5</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>45</b>
<b>Relevant Job Information</b>			
As per original matched job report.			

<b>8. Financial &amp; Physical</b>			
<b>National Profile</b>	<b>4ac</b>	<b>Profile</b>	<b>4</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>32</b>
<b>Relevant Job Information</b>			
As per original matched job report.			

<b>9. Human Resources</b>			
<b>National Profile</b>	<b>4a</b>	<b>Profile</b>	<b>4</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>32</b>
<b>Relevant Job Information</b>			
The post holder has managerial responsibility for two quite different teams, the Contracts Team and the Supplies Team. The staff within each team are quite different as regards duties, the environment in which they work, the hazards they may be exposed to, training requirements and as regard the number and banding profile of staff within each team. HR issues are also typically quite different			

<b>10. Information Resources</b>			
<b>National Profile</b>	<b>2b-3b</b>	<b>Profile</b>	<b>3</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>16</b>
<b>Relevant Job Information</b>			
The post holder has responsibility for the creation of appropriate information systems for the management of contracts. The post holder has created an excel document/"database" providing: Basic contract details, used to manage contracts, particularly the contract renewal programme –			

Contract Ref, Contractor, Contract Title, Tender Ref, Order Nos, Start Date, End Date, Max End Date, Corresponding regional tender, suggested renewal method, detailed notes for renewal.  
 A field to indicate "Labs Interest" to facilitate the preparation of reports for regular Labs Contract Meetings.  
 A field to indicate "Social Value" to facilitate the management of social value.  
 A section for the inputting of actual costs (routine service and callouts, repairs etc) as obtained from data extraction reports from the EFin database, together with the date of such reports. The excel document uses complex formulae to calculate "Projected Total Contract Cost PA" and "Projected Total Contract Cost". Other formulae the compare these cost estimates with other data held for each contract – "Expected Average Routine Cost PA" and "Contract Procurement Limit" to provide early warning of "Potential Underspend", "Potential Overspend" and "Actual Overspend" for investigation.

<b>11. Research &amp; Development</b>			
<b>National Profile</b>	<b>2</b>	<b>Profile</b>	<b>2</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>12</b>
<b>Relevant Job Information</b>			
As per original matched job report.			

<b>12. Freedom To Act</b>			
<b>National Profile</b>	<b>4</b>	<b>Profile</b>	<b>4</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>32</b>
<b>Relevant Job Information</b>			
As per original matched job report.			

<b>13. Physical Effort</b>			
<b>National Profile</b>	<b>1-2b</b>	<b>Profile</b>	<b>2</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>7</b>
<b>Relevant Job Information</b>			
As per original matched job report.			

<b>14. Mental Effort</b>			
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<b>National Profile</b>	<b>3a</b>	<b>Profile</b>	<b>3</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>12</b>
<b>Relevant Job Information</b>			
As per original matched job report.			

<b>15. Emotional Effort</b>			
<b>National Profile</b>	<b>2a</b>	<b>Profile</b>	<b>2</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>11</b>
<b>Relevant Job Information</b>			
<p>The post holder is occasionally required to resolve potentially highly damaging disputes with contractors when they arise, in tense circumstances, with high-level representatives of Contractors displaying aggressive, passive aggressive or provocative behaviours, possibly questioning the post holder's professionalism, honesty, motives etc.</p> <p>The post holder is occasionally required to resolve issues with Trust staff, displaying antagonistic, aggressive behaviours.</p>			

<b>16. Working Conditions</b>			
<b>National Profile</b>	<b>2a/3ab</b>	<b>Profile</b>	<b>2</b>
<b>Factor Status</b>	<b>Matched</b>	<b>Score</b>	<b>7</b>
<b>Relevant Job Information</b>			
As per original matched job report.			

