**Purpose: R**eporting to the Estates & Hospitality Manage, administrative and technical support in demonstrating the compliance of the department against multiple statutory items, and provide line management of the small Works team.

**The post holder will**:

* Demonstrate compliance of the Estates Department in terms of relevant HTMs and ACOPS and other relevant Legislation
* Provide timely management reports and deliver an audit schedule that evidences compliance
* Use the Procurement Department’s Contracts Module within Delta e-Contracts Suite extensively, or other suitable methodology, to effectively manage the department’s service contracts - ensuring that the Departmental service agreements are in place, monitored, scheduled and actioned, including remedial actions highlighted therein
* To liaise with service contract providers and report on the SLA for each contract
* Provision of information to other Hospital departments, particularly during external accreditations
* Line management of the small works team within Estates
* To act as Deputy to the Estates and Hospitality manager

**Role Profile – Estates Contracts & Compliance Manager (1.0 WTE)**

Director of Patient Services

Estates & Hospitality Manager

Estates Contracts & Compliance Manager



**Skills and Experience**

* Qualification in a suitable building services engineering or FM discipline
* Relevant experience within a healthcare environment (desirable)
* Experience of periodic testing in relation to estates and facilities or commitment to learn and achieve formal competency
* Proven ability to undertake multiple tasks under pressure
* Effective verbal communication using tact and diplomacy
* Excellent report writing skills
* Strong prioritisation skills
* Ability to work in a small, close team
* Ability to show understanding of statutory maintenance requirements, legislation, Health Technical Memorandums, Health Building Notes and other technical documentation.
* A sound knowledge of standard spreadsheet packages and computerised estates and project management systems - experience of Microsoft Office software essential, including Outlook, Word and Excel

**Measurement**

* Complete and readily accessible accurate records pertaining to all matters of Estates compliance
* Timely, accurate reports as requested by the Estates & Hospitality Manager or other team members
* Provision of bespoke reports, audits and data as may be required periodically, particularly when supporting external accreditations
* Up to date contract register in relation to estates contracts
* Contract performance management against SLA’s

**Key Result Areas**

* To act as the lead in maintaining the estates contract register using the Delta e-Contracts platform, or similar, as provided by the Hospital
* The post holder will follow standard operating policies and procedures of work, however they are expected to use their initiative and make decisions regarding prioritising their own workload to deliver the role effectively
* To create and maintain a robust schedule of compliance requirements including relevant evidence folders, audit schedule and action plans.
* To provide regular reports to the estates and hospitality manager on compliance activities
* Deliver and participate in periodic testing as part of the Estates & Hospitality Team rota
* To manage the EBME contract
* To oversee the security contract
* To act as AP for medical gases
* The post holder will perform other duties appropriate to the post as may be required from time to time by the Estates & Hospitality Manager

**Values**