



**University
Hospitals Sussex**
NHS Foundation Trust



Capital Development Manager

**UNIVERSITY HOSPITALS SUSSEX NHS FOUNDATION TRUST
CANDIDATE PACK**

Prepared by: Castlefield Recruitment

JANUARY 2024

WELCOME

Welcome,

Thank you for your interest in University Hospitals Sussex NHS Foundation Trust, there has never been a better time to join us. An exciting opportunity exists for an experienced and talented Capital Development Project Manager to play a pivotal role within the Capital Development and Property Directorate.

Reporting to the Senior Capital Development Manager and based at one of our Worthing or Brighton offices, this post offers the right individual the chance to lead a diverse programme of delegated capital projects aimed at supporting the Trust to deliver clinical services and excellent patient care.

You will be educated to degree level or with equivalent experience in a construction based project management discipline with core knowledge in either electrical/mechanical engineering or building background and have clear evidence of Continuing Professional Development.

You will have a demonstrable record of successfully delivering construction projects in complex environments to delegated budgets. You will have delivered projects using NEC and/or JCT contractual frameworks, and have proven skills in effective people management, communication and understand the importance of stakeholder relationships. The successful candidate will possess knowledge of technical and regulatory standards and work closely with a wide range of internal and external stakeholders including clinicians, local authorities, design teams and contractors. Bringing an attention to detail, skills include excellent oral and written communication.

Choose to collaborate with us and you will join a collaborative and supportive team who are encouraged to further their learning and development. You will be supported personally and professionally by a commitment to care and compassion that applies as much to our staff as it does to our patients.

We value and promote diversity and are committed to equality of opportunity for all. The Trust offers a wide range of active staff groups including our network groups for LGBTQ+, Disability, and SOAR for our Black, Asian, and ethnic minority colleagues and allies. Membership and participation in these networks are encouraged.

As an organisation we support an inclusive culture and diversity for our staff. We are committed to encouraging further development and growth from diverse groups, and we welcome applications from people of all abilities and from under-represented groups, which we can support with our range of flexible and inclusive options.

If you are an experienced Capital Development Manager – from any sector – who wants to use their professional skills and expertise to make a difference and achieve lasting healthcare change for the population of Sussex, then we would be delighted to hear from you.

Kind Regards,

James Millar
Deputy Director of Capital Development and Property

ABOUT THE TRUST

University Hospitals Sussex NHS Foundation Trust is a newly formed organisation following a merger between Western Sussex Hospitals NHS Foundation Trust (WSHFT) and Brighton and Sussex University Hospitals Trust (BSUH) on 1st April 2021. Our vision (Excellent care, every time - "Where better never stops") is at the heart of all that that we do - we pride ourselves in putting the compassionate care of patients first and foremost. Our journey has started but we have much still to do, enabled by our Patient First ethos which shapes our values and gives structure to our improvement and performance management. Our shared sense of purpose, commitment to investing in and developing our workforce and focus on continuous improvement in the pursuit of excellent care, every time, for our patients underpins all that we do. The largest part of this journey is investing in staff and creating a vibrant and supportive organisation where successful careers flourish.

University Hospitals Sussex employs nearly 20,000 people across five main hospital sites in Sussex and has an operating budget of more than £1 billion. The Trust operates from seven hospitals in Chichester, Worthing, Shoreham, Haywards Heath and Brighton and Hove, as well as numerous community and satellite services. The trust is responsible for all district general acute services for Brighton and Hove, West and Mid Sussex and parts of East Sussex. It also provides specialised and tertiary services across Sussex and parts of the South East, including neuroscience, arterial vascular surgery, neonatology, specialised paediatric, cardiac, cancer, renal, infectious diseases, and HIV medicine services.

The scale of the new organisation and its combined resources provides a range of significant benefits for patients, public and staff:

Better for patients

- Continued commitment to always improving care through Patient First approach
- Safeguarding local delivery of acute services in Sussex, such as A&E and maternity care
- Development of all existing specialties, such as cancer, paediatrics and trauma
- Development of more specialist services in Sussex, reducing travel to other areas
- More integrated care, improving patient experience and access to services
- Stronger support for population health, preventative care and NHS Long Term Plan

Better for staff

- Better career opportunities for staff, supporting retention and recruitment
- Clear leadership, governance and structures to improve organisational responsiveness
- Investment in Patient First to empower staff at every level to make improvements
- Enhanced education, training, research and innovation opportunities
- Strengthened support networks for LGBTQ+, BAME, Disability and other staff groups
- Improved health and wellbeing programme to support a highly engaged workforce

Better for Sussex

- A financially secure acute hospital trust accountable to its members
- Investment in new and existing hospital services, according to local need
- A commitment to reducing energy, waste, pollution, plastic and carbon emissions
- An NHS employer of choice for nearly 20,000 people

MISSION & VALUES

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide: ‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

PATIENT FIRST

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas. .
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop
 - Encouraging frontline staff to lead the redesign processes
 - Equal voices for all
 - Engagement of staff is a big factor in job performance.
 - Good engagement leads to improved quality, mortality and safety measures

PATIENT FIRST

Our Patient First strategy identifies our True North priorities under six strategic themes:



WHY WORK AT UHSUSSEX?

At UHSussex we're proud to be at the heart of the NHS. As one of the UK's largest acute Trusts, we're a leading example of the excellence, the ambition and the values that have embodied the NHS for over 70 years.

When you work at UHSussex you can expect:

- **To make a difference and to be valued** – our Patient First strategy means that all staff can see how they contribute to the vision and direction of the Trust in meeting the needs of our patients and our staff. Our annual staff survey also gives you the opportunity to let us know how it feels to work at UHSussex and to help shape the future for the Trust.
- **To have great career progression opportunities** – we are proud of just how many of our staff join us at the start of their career and stay for the duration, working their way up to more senior roles. We will invest in your training and development so you have the skills you need to be successful in the role and to be ready for the next step.
- **To have a work life balance** – we know just how important a good work life balance is, working in healthcare it's clear that we can't be part of an organisation looking after others if we don't look after ourselves. As well as a generous number of days leave each year there are opportunities to work flexibly to make your unique work life balance needs right for you.
- **To be supported** – as well as our many active staff networks that support our staff to bring their authentic self to work, we have a Health & Wellbeing team that are dedicated to the wellbeing of our staff. They have a range of initiatives to look after your physical, mental, emotional and financial wellbeing when you need it.
- **To work in a great location** – all our hospitals are based on or near the south coast including the beautiful seaside resorts of Brighton, Worthing and Chichester. The South Downs is also close and is a designated area of outstanding natural beauty.

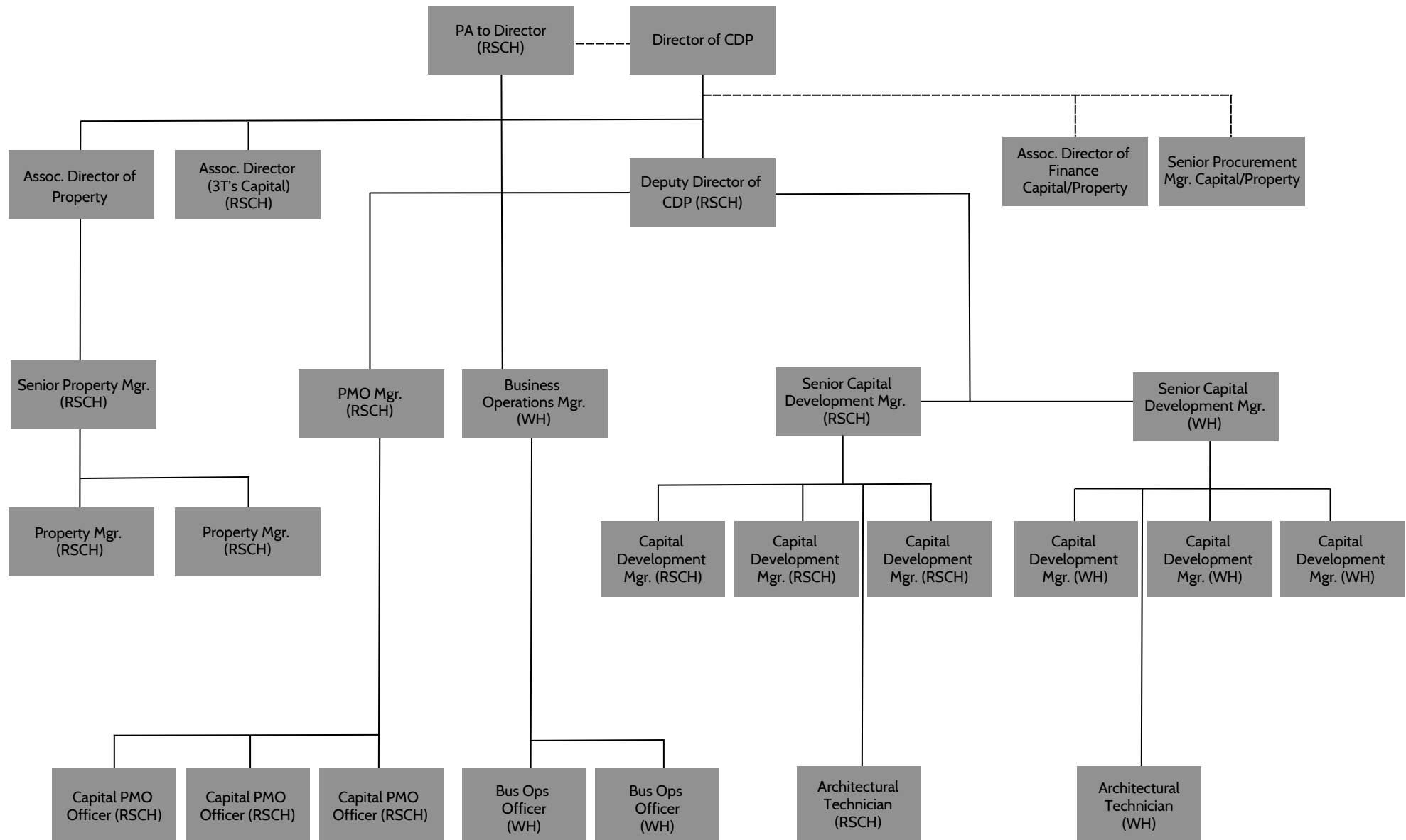
INCLUSION & DIVERSITY

The Trust is committed to supporting Inclusion as can be seen by our Patient First Triangle with a clear value being Inclusion. We all have a responsibility to treat our colleagues, patients and service users with respect and dignity irrespective of; age, disability, ethnicity, gender reassignment/identity, marriage and civil partnership status, pregnancy and maternity status, religion or belief, sex and sexual orientation.

We are a Disability Confident Employer (Level 2) and part of the Stonewall Workplace Equality Champions programme.

All staff have a duty to report any behaviours which contravene this to their managers.

STRUCTURE CHART



JOB DESCRIPTION

Job Title	Capital Development Manager
Band	8A
Hours	37.5 per week
Department	Capital Development and Property
Division	Finance
Location/Hospital Site	RSCH or WGH : Expected to travel to all sites within the Trust
Responsible to	Senior Capital Development Manager
Accountable to	Director of Capital Development & Property

Role Summary

The post holder will be responsible for coordinating and managing a varied range of capital investment projects for the Trust and ensuring they are delivered successfully.

Coordinate and manage different contractors, consultants and design teams who operate within the built environment and oversee complex detailed design within multi-faceted contracts and schemes.

Oversee building and construction design works for new and upgraded hospital facilities; designs to be compliant with all applicable codes such as: HTMs, HBNs, HFNs, BS and CIBSE etc.

Lead on development of the risk register and risk management action plan for assigned projects. Manage the full project lifecycle process from initial discussion to final completion and sign-off.

Ensure that Capital/Works projects are delivered within an appropriate contractual framework of organisation and compliance in accordance with Trust policies and project management procedures.

Develop comprehensive cost plans that capture the entirety of forecast project expenditure and manage the project budget accordingly.

Co-ordinate with the appointed Cost Advisor/Quantity Surveyor to ensure projects are controlled against planned expenditure.

JOB DESCRIPTION

CONTINUED

Running of capital projects within a defined project methodology, budget, and timetable.

The post holder will be accountable for ensuring that projects are delivered successfully and maintain a high profile within the Trust through developing and building strong links with key individuals and departments; Engaging local partners and keeping them informed of progress. Engage with and manage design and building teams across the project areas.

Set and monitor key target dates for the development and completion of the Project.

Key Working Relationships:

- The post holder will work and routinely liaise with senior leadership teams including, Executive, trust, group & divisional directors; financial accountants, divisional management teams, consultant staff, lead nurse, service managers, capital team, estates department and Trust Director of capital development and property, External Agencies i.e. Local Authorities, Environment Agency, Fire Service; NHS agencies; the public and other relevant stakeholder groups

Main Duties and Responsibilities

Communication:

- Develop effective communication channels through adoption of the appropriate method and style of communication for different stakeholder groups, ensuring that information is cascaded in an appropriate and timely manner
- Ensure key target dates and deadlines are communicated to team members and work stream leaders and provide reminders, as necessary
- Facilitate sometimes complex or contentious communication with key stakeholders, including clients, NHS agencies, local authorities, Environment Agency, other external agencies, and relevant interested parties
- Consult with Local Authority officers on planning and building control and other statutory matters / applications
- Communicates regularly with the Trust's Finance Department to ensure projects run to cost
- Raise key concerns using appropriate communication skills in relation to the project development and timelines with relevant stakeholders
- Communicate with contractors, suppliers and external organisations on specific construction and engineering issues as well as negotiate/re-negotiate timescales and cost implications
- Ensure health, safety and security matters are appropriately communicated to consultants and contractors to ensure patients, visitors and staff are safeguarded

Service Delivery and Improvement:

- Lead on development of the risk register and management action plan for assigned projects
- Manage the full project lifecycle / process from initial discussion to final completion and sign-off
- Oversee building and construction design works for new and upgraded hospital facilities; designs to be compliant with all applicable codes such as: HTMs, HBNs, HFNs, BS and CIBSE etc.
- Coordinate and manage different contractors and consultants who operate within the built environment and oversee complex detailed design within multi-faceted contracts and schemes

JOB DESCRIPTION

CONTINUED

- Ensure that Capital/Works projects are delivered within an appropriate framework of organisation and compliance in accordance with Trust policies and project management procedures
- Ensure all projects are delivered in compliance with legislation, relevant regulations, and best practice methodologies
- Review and analyse performance of contractors and consultants in respect of work and progress; work allocation ensuring quality and technical competency and quality deliverables
- Excellent critical thinking skills to ensure effective and prompt resolution of issues arising during the Project lifecycle
- Plan and organise work activities and formulate programmes of works for various capital
- Minor work development schemes within the built environment including production and updating of project programmes using appropriate software
- Co-ordinate the development of both mechanical and electrical installations which support the building works through liaison with internal and external specialists, overseeing delivery within the project
- Co-ordinate and support the various project steering and development groups
- Co-ordinate key meetings with key partners
- Manage and co-ordinate day to day projects with the appointed contractors, consultants, and design team. Communicating with key stakeholders, clients, and other interested parties
- Co-ordinating the regularly (monthly) updating and issuing of reports
- Responsible for the development of relevant standard operating procedures (SOP's) in support of the Capital Development & Property team, ensuring effective cascade
- Develop any specific policy / procedures required to ensure successful delivery of projects
- Support the clinical division in preparing documentation to support proposals for the management of the Trust's estate, service development and policy
- Supporting reporting mechanisms for CQC/PAM as required
- Provide regular reports to the capital and projects committees
- Co-ordinate the assimilation of data for the regular issue of project checkpoint reports
- Obtain up to date and accurate data to support business cases when requested
- Manage any associated risks related to the project and maintain a project related risk register
- Preparing reports and providing evidence of governance regarding all activities undertaken
- Develop project feasibility studies with users and design teams
- Conduct surveys and assessments of existing infrastructures in association with relevant colleagues to establish base information prior to establishing proposals
- Lead on audits and surveys such as asbestos or condition surveys for Trust premises as required

People Management and Development:

- Undertake a full tender exercise in accordance with Trust and UK procurement requirements, including preparation of tender documentation including all Trust standard documents, responding to tender queries, and conducting a full tender evaluation process in accordance with Trust processes and procedures
- Conduct feasibility studies including cost advice on the provision/ refurbishment or replacement of buildings or facilities
- Develop comprehensive cost plans that capture the entirety of forecast project expenditure and manage the project budget accordingly
- Responsible for authorising expenditure during the execution of capital / minor work schemes, including purchasing both labour and assets within the capital / minor work programme and shall be accountable for the expenditure within the allocated budget for the specified scheme
- Ensure financial plans and targets are kept online through management and liaison with the Trust corporate accountant

JOB DESCRIPTION

CONTINUED

- Co-ordinate with the appointed Cost Advisor / Quantity Surveyor to ensure projects are controlled against planned expenditure
- Provide strong leadership for all services within the Capital Development & Property department. This will involve identifying solutions to problems and supporting change
- Responsible for recruitment, training and supervision of specialists as required in the delivery of projects
- Ensure the Division's staff work in a climate where their contribution is valued, developing roles across boundaries, and collaborating with teams across the Trust
- Ensure all Contractors comply with Trust and Health and Safety policies

Patient Care Delivery:

- Incidental patient contact
- Ensure that all staff members are client driven
- Ensure that all staff undertake awareness training for the Patient First Implementation programme
- Carefully manage and phase capital projects in occupied areas where incidental conflict with patients occurs

Learning and Development:

- Attend mandatory training updates as required
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales
- To maintain own knowledge of best practice and the current evidence base for practice
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service. Be an advocate for excellent project delivery
- Support and encourage innovation in the way services are delivered
- At all times, work towards improving the quality of service to the Trust

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

JOB DESCRIPTION

CONTINUED

Workplace and Environmental Factors

Physical	<ul style="list-style-type: none"> • Able to comply with Trust manual handling guidelines • The post holder's work will require making repetitive movements and extensive and, on many days, continuous use of the PC keyboard
Emotional	<ul style="list-style-type: none"> • Able to deal with conflict and hostility • Giving unwelcome news to staff / clients occasionally • Dealing with difficult situations/ circumstances and the potential financial, political, and reputational consequences of error in the expert advice provided by the post holder may be stressful • The post holder will be expected to present highly sensitive and potentially contentious information to individuals and groups and to respond appropriately where this provokes an emotive response
Mental	<ul style="list-style-type: none"> • Initiative-taking and adaptable, calm, and approachable, able to respond to changing situations and work to tight deadlines, constantly redefining priorities • Ability to work under pressure • The post holder will be required to analyse and interpret complex statistical information and to develop and present options/alternative courses of action in response • The post holder may very occasionally be required to provide evidence to/testify at formal hearings (e.g. NHS Independent Review Panel, Judicial) • Preparing detailed and complex reports will be a significant part of the postholder's role. The post holder will be expected to tailor these appropriately for a range of audiences, including Programme Boards Trust Board and external stakeholder organisations • The post holder will be expected to undertake complex calculations – and validate her/his team's calculations – on a regular basis, i.e., most days • The post holder will have overall editorial control of the Outline and Full Business Cases. S/he must therefore be able to produce consistently accurate reports without detailed validation/checking by other members of staff or her/his line manager
Working Conditions	<ul style="list-style-type: none"> • Extended periods of sitting at a computer and using a VDU • Will sometimes be exposed to dust and dirt and/or unpleasant smells or odours during visits to clinical areas • Driving between sites in normal situations

PERSON SPECIFICATION

Requirements	Level required	Level required	How Assessed
	Essential	Desired	Application form (AF) Selection Interview (I) Assessment (A)
Qualifications	<p>Educated to degree level in electrical /mechanical engineering or in a construction related discipline including, but not limited to, architecture or quantity surveying</p> <p>Have clear evidence of continuing professional development</p>	<p>Project management qualification. (MSP, PRINCE2 etc.) or equivalent</p> <p>Membership of a recognised construction /engineering professional institute (APM, RIBA, RICS, CIOB, CIAT,CIBSE, IHEEM)</p> <p>Relevant CSCS Card and/or NEBOSH/IOSH Certification</p>	AF/I
Knowledge, Training, and Experience	<p>Relevant experience which will include:</p> <ul style="list-style-type: none"> Working knowledge of technical standards in relevant areas Experienced in managing construction and/or engineering projects - General Building Construction Site Management, Project Management procedures and processes Knowledge of using standard form construction contracts (NEC, JCT etc.) Awareness and Working knowledge in construction related health and safety management 	<p>Knowledge of health specific technical standards HTMs, HBNs etc.</p> <p>Contract Law and Building Legislation and Regulations</p> <p>Practitioner in NHS ProCure Projects and other frameworks based on NEC Option C contract</p>	AF/I

PERSON SPECIFICATION

<p>Skills</p>	<p>Excellent communication skills both verbal and written</p> <p>Good negotiation skills and the ability to bring people not directly managed on board with new ideas and concepts</p> <p>Evidence of and ability to review and interpret comment documents, reports, and drawings and/or specifications and make comments /suggestions where relevant to the Capital team, design team and end users</p> <p>Ability to produce and review construction programmes and make comment/suggestions where applicable to the Capital team, design team and end users</p> <p>Ability to create and review options, appraise, and offer recommendations to the Capital team, design team, end users and Senior Management</p> <p>Excellent critical thinking skills to ensure prompt and effective resolution of matters arising during Projects</p> <p>Excellent planning and organisational skills to manage and co-ordinate day to day, multiple issues within projects with the appointed contractors, consultants, and design team, communicating with key stakeholders, clients, and other interested parties as part of that process</p> <p>Demonstrate and lead meetings on a regular basis with other members of the Capital Team, the Finance lead, Estates Team, and the capital contracts administrator and provide updates on projects under your control</p> <p>Review good practice within the industry and apply practices within the Division where appropriate</p> <p>Maintain industry knowledge in areas of specialism and keep trust informed / take appropriate action in line with these</p>		<p>AF/I/A</p>
---------------	--	--	---------------

PERSON SPECIFICATION

<p>People Management and Development</p>	<p>Show leadership qualities through demonstration of the Trusts values and behaviours and the mission of University Hospitals Sussex – what we are striving to achieve – is to provide:</p> <p><i>‘excellent care every time’</i></p> <p>All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:</p> <ul style="list-style-type: none"> • Compassion • Communication • Teamwork • Respect • Professionalism • Inclusion <p>Ensure staff are supported and developed through Trust processes, policies, and procedures</p>		<p>AF/I</p>
<p>Specific Requirements</p>	<p>Computer literate to immediate level in Microsoft (MS) Word, Excel, PowerPoint and MS Project or other equivalent system</p> <p>Ensure project financial plans and targets are kept online through management and liaison with the Trust corporate accountant</p> <p>Working knowledge of Contract valuation, assessment and payment procedures and cashflow forecasting</p> <p>Evidence / experience of co-ordinating with the appointed Cost Advisor / Quantity Surveyor to ensure the project finances are controlled against projected expenditure</p> <p>Evidence of budget holder for assigned project budgets for expenditure greater than £1m</p>	<p>Awareness and ability to use AutoCAD and drawing packages</p>	<p>AF/I</p>

PERSON SPECIFICATION

Freedom to Act	<p>Initiative-taking with the ability to respond to changing situations and work to tight deadlines, constantly redefining priorities</p> <p>Resilient and able to deal with difficult situations</p> <p>Ability to influence change</p> <p>Ability to lead and motivate people who are not directly managed</p> <p>The post holder must be able to demonstrate enterprise in developing services which benefit the Trust</p> <p>The post holder must be able to work autonomously and as part of a team</p> <p>Ability to work across all Trust sites and be flexible in working hours to meet the demands of the post. Able to comply with Trust manual handling guidelines</p>		AF/I
----------------	---	--	------

BENEFITS & PACKAGE

UHSussex work in line with NHS Terms and Conditions for Band 8a roles. As an employee in the organisation, you will benefit from:

- Salary - £50,952 to £57,349 per annum depending on experience
- 27 days annual leave, plus Public Holidays, rising to 33 days with service
- Pension - automatic enrolment (with option to opt-out) in the NHS Pension Scheme subject to meeting scheme qualifying criteria
 - Defined benefit, career average revalued earnings, pension
 - Option to exchange some of pension for a lump sum payment
 - Employer contribution of 20.6%, tiered employee contribution rates
 - Options for early retirement or flexible retirement
- Ill-health, life assurance and family benefits
- Possibility of Hybrid Working Pattern
- 37.5 hour working week

UHSussex also offer access to an impressive range of Wellbeing resources, including:

- Mental wellbeing support networks, for example Employee Assistance helplines, Counselling Services and dedicated Staff Lounges
- Physical wellbeing classes, for example mobility resources and the NHS Fitness Studio
- Financial wellbeing, for example car lease, bus pass and Cycle to Work schemes

CONTACT DETAILS

Chris Page

Principal Consultant

0113-212 4612 / 07900 731 075

chris.page@castlefieldrecruitment.com

Hannah Penny

Senior Manager - Resourcing & HR

0113-212 4617 / 07826 062 738

hannah.penny@castlefieldrecruitment.com

Castlefield Recruitment Limited

14 King Street

Leeds

LS1 2HL

0113-212 4610

www.castlefieldrecruitment.com