
NHS PROPERTY SERVICES LTD

Job Description

Job title:	Building Assurance Specialist
Grade:	3
Type of role:	Permanent
Base:	Location flexible with an agreed office base
Travel requirement:	National, as reasonably required
Responsible to:	Senior Facilities Services Manager (OPS003)
Accountable to:	Principal Operations Manager (OPS001)
Directorate:	Operations
Job reference:	BA006
Last updated:	July 2018
Key relationships:	Senior Facilities Services Manager Principal Operations Manager Facilities Services Managers Zone Health & Safety Specialists Zone Technical Services Managers Technical Fire Manager

Job Summary

NHS Property Services Ltd is one of the largest property owners in the UK, with a £3 billion asset portfolio, some 4,000 properties, 3,000 employees and an annual income of over £700 million.

Established in April 2013, the company is a limited company but also part of the wider NHS family. Having inherited responsibility for the facilities and property management functions previously managed by NHS primary care trusts and strategic health authorities, we own and run properties that range from listed buildings and former workhouses through to award-winning, state-of-the-art integrated health campuses.

Our aim is to deliver a fit for purpose estate in partnership with NHS organisations, generating cost efficiencies that will benefit our tenants, patients and the wider health economy.

Main purpose / scope of the role

The Building Assurance Specialist has a key role in contributing to the assurance that the buildings NHS Property Services (NHSPS) are responsible for within the Zone, are compliant with all building and safety legislation. The main remit will be to undertake inspections as required and maintain good records on each building to demonstrate compliance, along with reactive day to day issues. This will consist of:

- Implementing and conducting audits, assessments and inspection routines, in line with the company's policies, processes and procedures, supporting the Senior Facilities Services Manager in their surveillance activities.
- Preparing Building Assurance reports, including information on compliance status and performance, internally and for customers.
- Preparing risk profiles of buildings to assist with work planning at building and Zone level.
- Developing and delivering training and development plans to ensure employee competencies are maintained. See Competence Assurance process.
- Actively liaising with customer site teams to ensure the building management and Health & Safety profile of the company is professional and efficient.
- Contributing, as required, to accident/incident, dangerous occurrence and near miss investigations promptly and to a high standard, working with the Zone Health & Safety Specialist and aligned to company requirements.

Key responsibilities

- Provide expert professional guidance and support to Zone colleagues in building safety inspection matters, in conjunction with the Zone Health & Safety Specialist and Operations Compliance Manager as required.
- Act independently in the management of building safety inspection risk management in response to issues raised, up to and including the authority to require the cessation of work by in-house staff and contractors if warranted, e.g. poor standard of work / incorrect work or Health & Safety issues.
- Instigate, require or implement corrective work or controls in areas covered in risk assessments.
- Produce, monitor and review building inspection procedures, in consultation with the Operations Compliance Manager and Zone Health & Safety Specialist, seeking ratification at National level to ensure consistent application across all Zones. See Management of Change process and Document Control process.
- Assist with the implementation of Operations-wide Health, Safety, Environment, Fire and Water Management and other policies where appropriate.
- Work in partnership with the relevant managers, including the Operations Compliance Manager and Zone Health & Safety Specialist to investigate incidents and dangerous occurrences, to identify causes and provide expert advice in relation to appropriate risk reduction methods for area of specialism.
- Ensure that all lessons learned from investigations and actions taken are shared through the Principal Operations Compliance Manager at National level to ensure consistency of approach across all zones.
- Network with other organisations and specialist groups to ensure that NHSPS is in possession of up to date information for best practices.
- Attend any training provided to ensure competency within the role and obtain accreditation

in specialist areas relevant to the post.

- Develop site inspections plan for approval by Senior Facilities Services Manager for those building and safety elements that require monitoring and inspection tailored to each building in terms of NHSPS accountability. This includes but is not limited to Fire and Security inspections. See Monitoring & Measurement process.
- Prepare reports and prioritise action plans following completion of building risk assessments / profiling.
- Ensure the Zone has suitable and sufficient information and training for all NHSPS staff, including part-time and voluntary workers. Interface with Operations Training Manager to ensure joined-up approach.
- Implement safety training plan for all colleagues within the geographical area of responsibility. See Competence Assurance process.
- Track and monitor progress against the training plan, reporting to the Operations Training Manager within Technical Services as appropriate.
- Monitor contractors on site completing work on behalf of NHSPS to ensure the work is completed satisfactorily and in a safe manner. Escalating any deviations to the Senior Facilities Services Manager / Zone Health & Safety Specialist as required.
- Demonstrate Health & Safety leadership behaviours to continually develop our Safety culture ensuring all our employees and those we serve go home safe every day.
- Development of a performance focused culture that emphasises collaboration, accountability and compliance obligations.
- Act in a way that is aligned to the values of NHS Property Services with personal integrity and is commercially solutions focussed.

Fire Safety Specific Responsibilities

- Undertake periodic site visits in line with company frequency guidelines (see Guidance Notes on MySite) to each of the NHSPS premises for which the job holder has Building Assurance and HSE responsibility.
- Ensure that building fire preventative and suppression arrangements meet the standards set out in the relevant documents issued, including NHSPS requirements and those by the Department of Health (which should include the other statutory requirements and recommendations of relevant codes of practice). If in doubt seek clarity from the National Technical Fire Manager.
- Report all deviations from building standards, statutory requirements and codes of practice to the Senior Facilities Services Manager.
- In conjunction with the National Technical Fire Manager, provide advice on structural fire protection and safety for existing and new NHSPS buildings and proposed alterations to buildings. See Management of Change process.
- Ensure that relevant risk assessments are undertaken within the designated zone managed by NHSPS. Implement the proposals outlined in the fire action plan and/or assist in the co-ordination of the implementation of the action plan.
- Monitor the implementation of the fire action plan and report any deviations from the plan to the responsible regional Manager.
- Liaise and carry out fire drills/evacuations annually at agreed times in conjunction with the Facilities Services Manager/Tenant. See Emergency Preparedness and Response process.

- Maintain a close liaison with local enforcement authorities and arrange for site visits to be made by them to NHSPS premises, in conjunction with the Premises Manager/Tenant.
- Ensure that the Fire Brigade Unit, Health & Safety Executive, Environment Agency and Local Council Authority are informed of current and planned changes to:
 - Fire protection arrangements
 - Site and building layout and
 - Availability of water supplies for firefighting.
- Ensure that the Fire Brigade Unit is informed about any special fire or life risk, even if only of a temporary nature and that they are advised of changes in conditions or situations of any such risk.
- To monitor contractors and in-house staff to ensure fire equipment is maintained correctly.
- Keep a record of all fire risk related training, visits made, and drills carried out throughout all properties for which NHSPS is responsible.
- Maintain a register of all fire incidents and other fire related matters. Provide reports, as required.
- In the event of a fire to undertake an investigation as to the cause and, if appropriate, put forward proposals to reduce the risk of a recurrence.
- Prepare and submit reports relating to fires and false alarms.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ At least one of the following: <ul style="list-style-type: none"> ○ NEBOSH Certificate or equivalent qualification in Occupational Health and Safety NVQ Level 4 ○ Fire Safety Qualification 	<ul style="list-style-type: none"> ▪ Relevant qualifications from two of the three areas of specialism in Safety, Security and Fire ▪ Accredited Security Management Specialist via NHS Protect
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge and extensive working experience of relevant Health, Safety and Environmental legislation as well as regulatory agencies (e.g. HSE) ▪ Experience of implementing HSE management systems ▪ Experience with a range of different HSE risk and performance management techniques ▪ Knowledge of legislation, including but not limited to, Fire Safety, 	<ul style="list-style-type: none"> ▪ Environmental management e.g. waste

	Essential	Desirable
	<p>Asbestos, Legionella, Gas Safety, Electrical Safety, Working at Height & Chemical Management Safety.</p> <ul style="list-style-type: none"> ▪ Knowledge of the Construction (Design and Management) (CDM) Regulations. ▪ Knowledge of risk management, tools and approaches / strategies. ▪ Knowledge of limitations of competency and when to ask for competent support e.g. seek support from National Health & Safety Leads 	
Experience	<ul style="list-style-type: none"> ▪ Significant demonstrable experience in a Fire Safety role ▪ Experience of implementing policies and procedures ▪ Experience of using a range of techniques and best practice such as risk assessments, audits and investigations. ▪ Experience of producing high quality reports and correspondence, and giving clear reports/presentations ▪ Proven experience of building strong and effective relationships with a range of stakeholders both internally and externally ▪ Application of CDM Regulations 	<ul style="list-style-type: none"> ▪ CMIOSH ▪ Experience in an Environmental management role ▪ MIFireE
Skills	<ul style="list-style-type: none"> ▪ Effective communication skills to engage a range of stakeholders in service development and change issues. ▪ This includes effective interpersonal, negotiation, influencing and conflict management skills, where the subject matter is complex and/or sensitive. ▪ Developed analytical and problem-solving skills will be required for assessment of complex facts or situations and formulation of improvement strategies ▪ Facilitation skills ▪ Training, coaching and mentoring skills ▪ Numerate and IT literate (capable of producing own reports / documents/presentations as appropriate) 	

	Essential	Desirable
Personal qualities/abilities	<ul style="list-style-type: none"> ▪ Personal integrity and commitment to openness, inclusiveness and high standards ▪ High standards of confidentiality and ethics ▪ Takes initiative and consistently drives for improvement and high-quality service ▪ Inspires confidence and empowers others to achieve organisational goals ▪ Role models' appropriate corporate behaviour and contributes to wider corporate change management ▪ Proven ability to set own priorities and work plans and work with limited supervision ▪ Works across boundaries, looks for collective success, listens, involves respects and learns from the contribution of others ▪ Uses evidence to make improvements, seeks out innovation 	
Other requirements as applicable	<ul style="list-style-type: none"> ▪ Able to travel to remote locations around the zone and across England ▪ Flexibility regarding working hours and days ▪ They will have the highest professional integrity and deliver a responsive and proportionate service 	<ul style="list-style-type: none"> ▪ Clearance with the Disclosure and Barring Service (requirement for security elements)

