



Department of

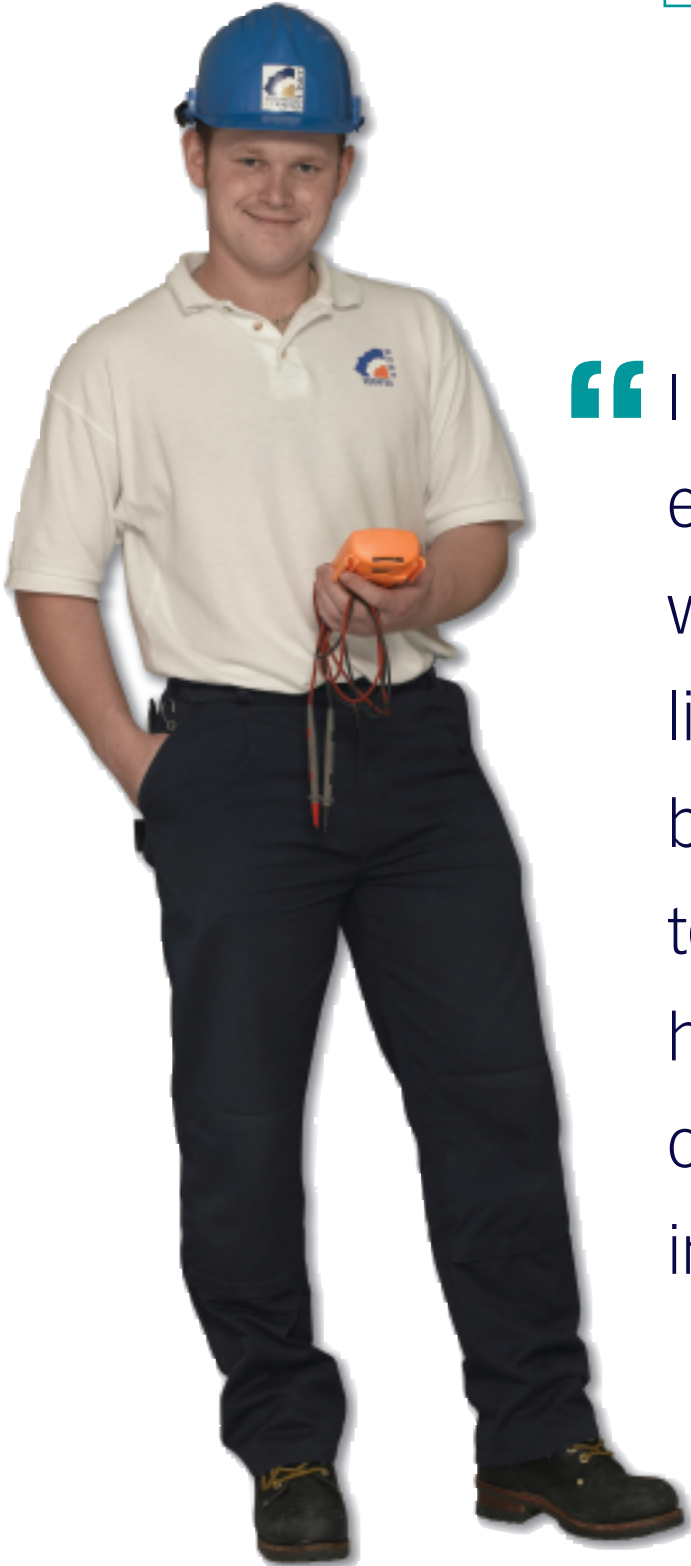
**Health, Social Services
and Public Safety**

An Roinn

**Sláinte, Seirbhísí Sóisialta
agus Sábháilteachta Poiblí**

www.dhsspsni.gov.uk

ESTATES OFFICER



“ I wanted to be an electrician when I was very young. I liked the idea of being part of a big team but also of having to work on my own and use my own initiative. ”

THE HEALTH & SOCIAL CARE TEAM NEEDS YOU

ESTATES OFFICER

The primary function of the Estate Department is to provide, operate and maintain a suitable physical environment to deliver the healthcare programme within Hospital and Personal Social Services facilities.

In order to achieve this, the Estate Department has to ensure that the engineering and building services are maintained and operated in an efficient and effective manner, thereby ensuring that these services are available for healthcare needs of the future.

Some of the services include:

maintenance of grounds, buildings and engineering installations; management of medical devices; environmental management; voice telecommunications, including the switchboard; fire prevention, health and safety; security; waste disposal; design of new works, small and large.

The role of the Estates Officer is to ensure that the service needs of the staff and patient in relation to engineering services and building services are maintained and available at all times. The Estates Officer also ensures that all future development within the service can be provided to the required standards in relation to engineering and building services.

Estates Officer roles and responsibilities include:-

management of Direct Employed Labour Staff and direction of all their activities; responsibility and accountability for the management of a range of complex or critical services; professional responsibility for the management of contracts, both Capital Works and Maintenance; responsibility for managing and authorising budgets for Maintenance and Capital Works and for the approval of all invoices associated with these works; supervisory responsibility internally for directly employed works and maintenance staff and externally for Contractors/Services Engineers carrying out works in relation to their area of responsibility; on-call service.

Skills Required

Good interpersonal skills are essential together with ICT skills and an understanding of complexities of new technology.

Training Programme:

BTEC Higher National Diploma/Certificate in Building/Engineering Studies are offered at a number of further education colleges throughout Northern Ireland.

BEng Hons/BEng Engineering Management

BEng Hons Building Services Engineering

University of Ulster undergraduate full-time 4 year programme

Estates Officers normally hold the following qualifications in proportion to their particular level of grade:

EO1/EO2 - HNC or HND in Building or Engineering

EO3 to EO6 - Degree in Building or Engineering and membership of a relevant professional body such as:

Registered Architect – Royal Institute of British Architects
Corporate Member of Royal Institute of Chartered Surveyors
Corporate Member of Chartered Institute of Building
Corporate Member of Chartered Institute of Building Services Engineers
Corporate Member of Institute of Civil Engineers
Corporate Member of Institute of Mechanical Engineers
Corporate Member of Institute of Electrical Engineers
Corporate Member of Institute of Electronic Engineers
Corporate Member of Institute of Radio Engineers
The Institute of Healthcare Engineering and Estate Management.

Entry Qualifications:

To find out specific course requirements candidates should consult individual prospectuses.

Career Pathway

There are opportunities for promotion from Grade EO1 Estates Officer through to Grade EO6 Estates Officer

How to Apply:

For HNC/HND courses, contact should be made directly to the colleges.

For undergraduate full-time programme, application should be made through Universities and Colleges Admissions Service (UCAS).

Web Links:

Further Education in NI - www.femeansbusiness.com

The University of Ulster – www.ulster.ac.uk

Contact address for further copies

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