

Profile Brief	
Job Title	Head – Projects
Band	GM / AVP / VP (D1, D2, D3)
Department	Projects
Location/Unit	Kolkata, Corporate Shared Services
Position Reports to	CEO
Key Relationships	CEO, Unit Heads, Operations teams, Nursing Teams, Medical Administration, HR, Government and statutory bodies of Kolkata, Jaipur and other places as required from time to time.
Main Objective of the Role	To take informed decisions and provide guidance for all matters related to large scale civil projects – which may include both modernization of existing hospitals, expansion of existing hospitals or completion of green field healthcare projects.
Key Responsibilities	
	<ul style="list-style-type: none"> • Plan and execute large scale renovation and visual transformation of existing Hospitals. • Liase with design firms, architects and vendor to create an integrated facilities transformation plan. • Be the integration point across vendors, internal stakeholders, Group Offices as far as project updates and follow-through is concerned. • Ensure the aesthetic and structural modernisation is done keeping in mind the business strategic objectives • Help create a good workplace from an employee experience perspective • Design, implement and standardize best-in-industry project management systems and processes • Ensure all pre and during project statutory and compliance s and safety norms are adhered to. • Identify problems that may exist in the building and determine the course of action to remove/mitigate the problem (through installation or repair services, including Building Stress Tests as the case maybe) • Coordinate and supervise the work done by others in the areas of electrical, plumbing, ventilation, air conditioning and other building systems to ensure that work done is of the highest quality and meets the requirements of the organization • Design and implement ways to conserve energy, power, water etc and undertake measures to reduce wasteful consumption. Identify and initiate interventions for cost control. • Prepare and monitor the department’s annual expense budget. • Oversee the planned and timely progress and completion of commissioning activities and take proper handover from the project team regarding engineering works • Train people under him/her to equip them with requisite skills, such as maintenance , usage of equipment, techniques and procedures / various systems •

Major Job Qualifications / Specific Skills	
Required Education: B.E/ B.Tech	Preferred Education: Civil/B Arch Engineering
Experience	Minimum of 15-18 years of experience in a similar position as Hospital Chief Engineer/Chief Projects.
Knowledge and Specific Skills	Knowledge about building management systems, design, civil and electrical engineering, green architecture, SMART hospitals. Well versed in vendor dealing, finance & budgeting
Required Critical Behavioral Competencies (Refer to Annexure for definitions)	
<ul style="list-style-type: none"> ○ Passion for Excellence ○ Results Orientation ○ Communication Skills ○ Customer Focus ○ Integrity & Ethics 	<ul style="list-style-type: none"> ○ Strategic Thinking & Execution ○ Planning & Organizing ○ Problem Solving and Decision Making ○ Functional Expertise ○ Negotiation

Please connect with us (Talent Meister Solutions)
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