

NHS PROPERTY SERVICES LTD

Job Description

Job title:	Strategic Estates Manager
Grade:	Level 3
Base:	Flexible
Responsible to:	Senior Strategy Manager
Accountable to:	Head of Property Strategy
Directorate:	Asset Management
Job reference:	AM007
Last update:	January 2017
Key relationships:	Asset management and facilities management staff within NHS PS CHP Commissioners Providers Local authorities Other public sector property owners

Job purpose

This is an important role within NHS Property Services where you will engage with our customers, tenants and occupiers at a senior level to drive the efficient and effective use of our NHS owned and occupied estate, and support commissioners to make the best use of the wider NHS estate.

You will need to develop an excellent understanding of the potential of our own estate and to help drive efficiencies out of it.

The main focus of the Strategic Estates Manager is to:

- Develop property strategies with commissioners for the NHS occupied estate within their area;
- Develop property strategies for our own estate within an area; and
- Contribute to property strategies being developed on a national basis.

The focus of this work is to help identify opportunities for estate rationalisation, the need for investment and the better use of the NHS occupied estate across England.

On our own estate, the focus of the role is in understanding our estate across an area and identifying and bringing forward opportunities to:

- Dispose of surplus estate;
- Make better and best use of our existing estate;
- Focus investment in our core estate; and
- Develop new estate.

The post-holder will work with a variety of representatives from different organisations to identify and promote proposals for investment and disinvestment in the NHS owned and occupied estate (including our own estate) across a number of geographic areas.

The principle work will be with the occupiers of our freehold and leasehold buildings and the commissioners and providers of healthcare services and other staff in NHSPS. However, it will also be an important part of the role to develop relationships with other (particularly public sector) estate/asset managers and to identify, develop and work with them to deliver joint property initiatives, particularly in the health and social care sectors.

The post-holder will also help to identify opportunities to rationalise the estate and, where possible, to reduce the number of premises and floor area that our own staff occupy across an area and this work will contribute to and follow the national approach to strategic asset management.

The Strategic Estates Manager will also help identify the potential for opportunities to generate income from our assets.

The role will require that you help identify proposals for growth across each zone and work with NHS England and Clinical Commissioning Groups to identify the estate opportunities arising from that growth.

The post-holder will also need to identify opportunities for potential shared estates solutions with other organisations for NHS commissioned services. The work will require engagement with other public and private sector organisations to develop shared estates solutions and will represent NHSPS interests in initiatives such as the government's One Public Estate Initiative and other local property initiatives. This involves being able to communicate potentially complex technical, specialist information to non-specialists ensuring that the message is understood.

Key duties and responsibilities of the role

- Responsible for identifying opportunities for investment and disinvestment in our estate and for working to rationalise our properties to meet our business objectives in a zone via local estate strategies that fit with our national asset management strategy.
- Representing NHS Property Services in any shared property initiatives in an area or areas.
- Collaborate with the Asset Management Team to deliver successful estate rationalisation programmes.
- Act as informed client and manage specialist consultant contracts, including related budgets.
- Help develop best practice and provide training and development to cascade a good understanding of this area.
- Lead commissioners in the development of their estate strategies.
- Analyse highly complex information in order to make appropriate

Key result areas

Specify below key performance indicators and expected outcomes for the role, which the post holder will be measured against.

KPI	Expected Outcome
<ul style="list-style-type: none"> Development of local property strategies and progress against them across the zone 	<p>Local property strategies for our own estate and commissioners are prepared and subsequently reviewed on at least an annual basis.</p> <p>The strategies are subsequently implemented and the implementation is reviewed to confirm whether the objectives of the strategies have been met.</p>
<ul style="list-style-type: none"> Preparation of property strategies for NHS PS estate across an area and contribute towards the preparation of national NHS PS property strategies 	<p>Property strategies are brought forward for our own estate on different bases and national property strategies take account of area strategies and evidence.</p>
<ul style="list-style-type: none"> Identifying and implementing opportunities for property rationalisation and investment including commercial investment 	<p>An annual programme of such opportunities is identified and brought forward/implemented.</p>
<ul style="list-style-type: none"> Progress against the company's strategic asset management plan and objectives 	<p>The work undertaken is undertaken in accordance with the plan and objectives and progress towards these is measured and reviewed.</p>
<ul style="list-style-type: none"> Progress on leading or participating in feasibility studies and business case development for asset management projects 	<p>Projects, once identified, are progressed in accordance with the company's and our partner organisations' business case processes.</p>

NHS Property Services Ltd

Person Specification

	Essential	Desirable
Qualifications	Educated to masters level with a degree in estate management or a related discipline together with post graduate qualification . or equivalent, relevant professional experience	Member of a professional Estes body e.g. RICS, RTPI, RIBA
Knowledge	<p>Excellent knowledge of property strategies and strategic asset management across a broad portfolio of diverse properties.</p> <p>Good knowledge of providing and procuring professional services in support of asset management.</p> <p>Some knowledge of sustainability initiatives in estate management.</p> <p>Some knowledge of town planning policy in England.</p>	Good knowledge of NHS organisation and other public sector structures.
Experience	<p>Must have significant experience of working in strategic asset management in a large organisation and of managing a portfolio of properties.</p> <p>Good experience in leading the preparation of property strategies.</p> <p>Preparation of feasibility studies and providing input to the development of business cases to inform asset management decisions.</p> <p>Some experience of managing contractors and</p>	<p>Working with a variety of organisations on shared property initiatives.</p> <p>Leading the preparation of business cases to inform asset management decisions.</p> <p>Some experience of town planning.</p>

	<p>consultants.</p> <p>Some experience of managing staff.</p> <p>Good experience of communicating with a wide range of stakeholders at a senior level.</p>	
<p>Skills</p>	<p>Team working.</p> <p>Good organisation skills and ability to meet deadlines.</p> <p>Excellent interpersonal skills and ability to communicate and negotiate with individuals and organisations.</p> <p>Ability to communicate specialist information to non-specialists.</p> <p>Negotiation skills when dealing with contractors and suppliers.</p> <p>Excellent ability to influence the decision making of others.</p> <p>Ability to lead project teams to secure successful outcomes.</p> <p>Identifying opportunities for estate rationalisation.</p> <p>Project management.</p> <p>Tact and diplomacy in a political environment.</p> <p>Identify commercial opportunities.</p> <p>Report writing.</p> <p>Analysis of complex estates data to inform decision making.</p>	

<p>Personal Qualities/Abilities</p>	<p>Flexible and willing to take on new roles and develop new skills as the job requires.</p> <p>Ability to communicate with a variety of internal and external stakeholders at a senior level.</p> <p>Innovative thinking.</p>	
<p>Other Requirements as applicable</p>	<p>Flexible and adaptable with a willingness to travel to sites across a region and to occasionally work from different bases within a region.</p> <p>Must maintain CPD and other requirements to ensure ongoing membership of professional institute.</p>	

If you're interested in applying for this vacancy or have any questions please contact:

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