
NHS PROPERTY SERVICES LTD**Job Description**

Job title:	Cost Transformation Manager
Level:	Level 3
Type of role:	Analyst
Base:	London, Gresham street
Travel requirements:	Ad Hoc
Responsible to:	Head of Cost Transformation
Directorate:	Operations

Established in 2013, NHS Property Services is a property owner, service provider and advisor, helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS makes the right property choices that enable excellent patient care.

Our portfolio is one of the largest in the UK, comprising more than 3,000 properties with 7,000 tenants across England. At a total value of more than £3bn, this represents about 10% of the total NHS estate.

Our properties range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

Cost transformation is responsible for the definition, tracking and implementation of cost transformation initiatives. Each of these initiatives should clearly lead to the reduction of the NHSPS addressable cost base. Initiatives are to range across departments (Operations, Asset Management, Finance, IT and Business Intelligence, HR and Customer and Communications) and could address any associated spend and potential reduction.

Main purpose / scope of the role

This role is responsible for providing analysis for cost transformation function to enable informed decision making and execution of cost transformation initiatives, as well as the measurement of the benefit realisation.

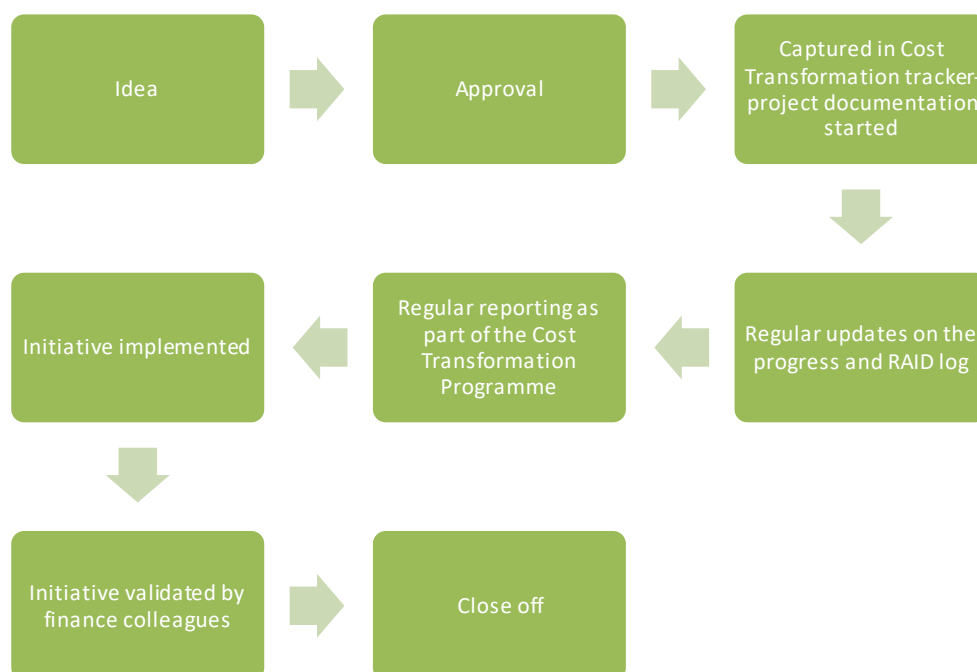
The main focus of the post-holder will be the assessment of the initiatives and delivering targeted data analysis to aid informed decisions.

Given that the position is new, there is an aspect of setting up the role - developing the agreed measures and metrics.

This is a very broad and dynamic role, with excellent exposure to senior stakeholders across the business, providing the successful candidate with an excellent platform to progress and develop.

The individual will have exposure to all departments in the Organisation, working across teams, and helping drive decisions.

Cost Transformation Process Explained:



1. Cost Transformation Programme

- Work alongside stakeholders to identify strategic opportunities and, if approved, to develop them into projects with full project documentation.
- Assist in evaluating new initiatives within the relevant functions and supporting analysis and recommendations based on their understanding of the business's strategic priorities.
- Follow up on any ideas flagged by the stakeholders as a potential initiative.
- Maintain the Cost Transformation tracker of initiatives, and assist in establishing future years' trackers.
- Keep annual forecasts for each initiative, through regular engagements with initiative owners on progress, issues and delays.
- Recommend improvements to existing procedures & processes
- Ensure there is sufficient knowledge sharing between zones and different departments, as often there will be important dependencies between them. This will be done through regular meetings and post holder's in-depth knowledge of each initiative.
- Manage and participate in the brainstorming sessions when establishing new initiatives. Keeping the meetings structured and ensuring there is a clear ownership of the new initiatives.
- Undertake regular audits of the FM zone trackers which contain all local initiatives. This work will lead to ensuring a consistent approach to the treatment of initiatives.

- Producing cost transformation guides and processes for claiming savings by different departments for any type of initiative.

2. Project Management

- Track, monitor and report the progress of various company-wide initiatives, to ensure they remain on track and on target.
- Support the delivery of Cost Transformation initiatives by assisting the Head of Cost Transformation with ad hoc progress reports, instructions, communications or similar.
- Prepare well-written, documented, concise power-point presentations for senior management, Executive Directors, Programme Board, including presentations on Cost Transformation performance, KPIs, strategic alignment, and highlighting any risks.
- Assist finance colleagues with preparation of the monthly progress Cost Transformation dashboard- including senior management dashboard, zone dashboard, procurement performance tracker, monthly performance table, and individual initiatives progress table.
- Monitor and become fully involved in the initiatives, to ensure their outputs are expressed in measurable terms to prove the success of delivery.
- Keep a RAID log (Risks, Assumptions, Issues, Dependencies) for the Cost Transformation Programme as a whole, as well as a less detailed log for each initiative, to ensure there is an early understanding of any risk becoming an issue, and there are mitigations in place.
- Highlight and manage variations to project cost baselines including flagging up through reporting any impact on the existing Cost Transformation plans.
- Ensure that each initiative has been finalised- by obtaining a financial sign off. Financial colleagues need to undertake a validation in order to confirm if and when the saving has become visible.

3. Financial analysis

- Support Cost Transformation initiatives through accurate, reliable and insightful financial reporting and analysis.
 - Assess and analyse both individual project and overall programme implementation costs and benefits. Have full understanding of the impact of implementation on the internal workforce and/or any externally appointed consultants.
 - Work with zone FM and finance teams when assessing initiatives by undertaking financial options modelling, and making a recommendations based on the analysis.
 - Work closely with the Central Finance team to ensure alignment in reporting, as well as full understanding of the impact of savings on the bottom line budgets.
 - Undertake external benchmarks where required of certain types of spend, in order to ensure NHS Property Services is operating within the industry levels.
 - Apply judgment and analytical skills to ensure the accuracy and relevance of outputs needed by the business
 - Undertake Cost Transformation financial analysis and reporting- weekly, monthly, quarterly and annually, whereby working closely with the finance analysts in the business.
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- Support evaluations of initiatives and Outline Business Cases, where required, to prove if the initiative is viable financially.

Person Specification

	Essential	Desirable
Qualifications		
Knowledge	<p>Ability to solve problems and think creatively – capacity to provide pragmatic solutions and have the drive and leadership to implement ideas through to successful conclusion.</p> <p>Advanced Microsoft Excel and PowerPoint skills</p>	
Experience	<p>Experience of a high growth, dynamic, responsive environment</p> <p>Experience of maintaining excellent working relationships with business areas up to and including senior management.</p>	
Skills	<p>Excellent analytical skills applied to a broad range business and industry issues.</p> <p>Strong communication and interpersonal skills necessary for daily interaction with senior management, both in the UK and globally.</p> <p>Strong excel modelling skills, ability to analyse large volumes of data and provide concise insights of key messages</p> <p>Excellent organisational skills, with the ability to manage conflicting demands and appropriately prioritise.</p>	

Personal qualities/abilities	<p>A flexible individual who enjoys working in a changing, fast-paced environment, with an enjoyment of problem solving.</p> <p>Highest standards of accuracy and precision; highly numerate and organized.</p>	
Other requirements as applicable		