
NHS PROPERTY SERVICES LTD**Job Description**

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| Job title: | Commercial Analyst |
| Level: | Level 2 |
| Type of role: | Permanent |
| Base: | London |
| Travel requirements | As required |
| Reports to: | Commercial Manager – Vendor Management |
| 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.

About the role

The Commercial Analyst will be responsible for supporting the Commercial Manager on NHS Property Services portfolio of 22 PFI Contracts spread over England. The role will provide Commercial support and Contract governance for our stakeholders which include multiple building tenants and NHS PS operational colleagues. A background in Commercial Management or abilities in Contractual interpretation is required alongside proven record of working alongside Operational colleagues.

Key Responsibilities

- Supporting role in Management of PFI contracts and NEC contracts and taking the lead in certain tasks
- Monitoring and reporting on Contractual compliance, Contractual entitlement, and Risks and Opportunities
- Supporting the management and mitigation of risks at all levels (operational, financial, commercial, technical, etc).
- Support in the management of Variation/Change control and Value testing mechanisms such as Benchmarking and taking the lead in certain aspects
- Working with the Commercial Manager provide governance and training materials on the various contracts to ensure that the requirements of the contract are being complied with
- Assisting in the search for efficiencies and service optimisation
- Analysis of claims and assist the Commercial Manager on any potential contentious contractual issue that may arise
- The requirement to ensure full commercial governance to all subcontractors
- Provide day to day Commercial support to NHS PS wider business

About You

- Need to develop into a professional and equitable negotiator and dispute resolver and providing a key role in the management of contractual claims / disputes with suppliers and clients and other third-parties
- Suitable commercial experience within the Health sector or public sector preferably with some contract experience with the following forms - PFI / NEC / JCT
- Educated to degree/ diploma level in either Surveying (Building/Quantity) or the Built Environment (FM, Land).
- Understanding and demonstrable practical application of base UK law applicable to Commercial (Construction Act etc).
- Excellent communicator
- Financial grounding with ability to analyse complex data and documentation with accuracy and provide recommendations / conclusions
- Strong negotiation skills
- Sound understanding of risk analysis/management
- PC Literate with good knowledge of MS applications e.g. Word, Excel

Why you should join us

Go further in your career and join our talented community. We are different from other property and facilities management companies; we support our NHS customers to deliver healthcare premises that meet future needs for patient services and all the profit goes back to the NHS to create efficient, sustainable and modern healthcare and working environments.

We will encourage and support you, both so you can carry out your role to the best of your ability, and to have your say; recognise and reward you for your contribution and encourage you to enjoy a good work/life balance.