

NHS PROPERTY SERVICES LTD

Job Description

Job title:	Programme Support
Level:	
Type of role:	FTC / Interim
Base:	Gresham Street, London
Travel requirements	Possible
Reports to:	Programme Manager
Directorate:	Operations
Reference:	
Deadline for applications:	

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 role is to be a key member of the FM Delivery Programme working with the Programme Manager and Project Managers to support delivery of effective change and realisation of projected benefits.

Key Responsibilities

Specific responsibilities may include the following:

- Actively liaising with all projects and contributing to overall programme planning and data analysis
- Monitoring progress against plans for the projects and work-streams and liaising with Programme Manager to ensure the overall plan remains on track
- Recording progress in line with the programme reporting framework and escalating issues of concern to the Project / Programme Manager
- Scheduling of Project review meetings / calls
- Capturing & issuing key notes / actions arising from project / programme review meetings
- Uploading and maintaining project files and managing user access permissions on the programme collaboration workspace
- Compiling, copying and distributing project management deliverables
- Updating project / programme plans
- Assisting with the compilation of reports
- Monitoring and administering risks, issues, assumptions, dependencies, changes and decision logs

About You

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent 	<ul style="list-style-type: none"> Project or Programme management qualification, such as Prince 2, MSP or APM
Knowledge	<ul style="list-style-type: none"> Principles of governance Role and application of standards for performance assurance 	<ul style="list-style-type: none"> NHS FM standards and guidance
Experience	<ul style="list-style-type: none"> Demonstrable experience of working in a project environment Experience of working on projects with high volumes of data / multi sites 	<ul style="list-style-type: none"> Experience of working in FM Project and/or Programme Support / PMO experience
Skills	<ul style="list-style-type: none"> Proven problem-solving skills Excellent written, verbal and presentation skills Able to use Information Technology including Excel and Word to an advanced level, and SharePoint 	<ul style="list-style-type: none"> Project management skills with the ability to support management of complex competing demands Smartsheet experience
Personal qualities/abilities	<ul style="list-style-type: none"> Energetic, enthusiastic and proactive and high degree of initiative Diligent Ability to prioritise work and work to tight deadlines Team player with an ability to work autonomously Professional awareness/empathy Excellent organisation and administration skills 	
Other requirements as applicable		