

NHS PROPERTY SERVICES LTD

Job Description

Job title:	Principal Construction Manager
Level:	4
Base:	East Zone
Responsible to:	Construction Programme Lead
Accountable to:	Head of Construction Programme Management
Managerially responsible for:	Senior Construction Managers and Construction Managers
Directorate:	Operations
Key relationships:	COO Operations senior management team Asset Management team External stakeholders (NHS England, DH, CCGs etc)

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.

Main purpose / scope of the role

The Principal Construction Manager (PCM) will oversee a team of Senior Construction Managers and Construction Managers and will have overall responsibility for the successful delivery of all projects allocated to the team as part of the NHSPS Programme of work. The candidate will be accountable for overall success of project delivery (from initial project strategy including the review of Real Estate Options, through design, procurement, construction oversight and project close out). This role will oversee ongoing

projects and help initiate new projects in support of NHSPS business goals and objectives.

The PCM will manage locally procured Project Managers using NHSPS approved Companies in the provision of programme planning, budgeting, and input into the Business Case. The PCM will subsequently monitor and ensure the work scope and other related operational policies and procedures are adhered to for the assigned projects.

The PCM would be expected to progress other non-project specific initiatives that are associated with the delivery of the NHSPS Property Programme

Key Responsibilities

- Primarily responsible for managing a team delivering projects as part of the NHSPS property programme. Ensuring the successful delivery of all projects allocated to the team within the specified time, cost and quality targets.
- Responsible for managing the performance of direct reports and providing clear and concise team reporting when required.
- Work closely with all project/programme stakeholders (including Asset Management and operations) to enable the creation of the initial project brief and subsequent business case – including option appraisals, construction budgeting and scheduling.
- Responsible for selecting and managing Tier 1 partners and aligning success of Tier 1 partners with the defined success criteria, including the on-boarding from the approved stable of Tier 1 suppliers.
- Responsible for the overall management of the project process, including development of the project brief, cost planning, business case preparation and sign off, procurement of Tier 2 suppliers and products, and production of associated contract documentation.
- Responsible for stakeholder management of third parties, including Asset management, IT, HSSF, FM and strategy teams to ensure successful project delivery
- Provide oversight and management accountability for the delivery of Project scope, schedule, and budget in accordance with approved business cases.
- Develop annual resourcing and procurement strategy for allocated projects and follow through with quarterly updates.
- Promote efficient and consistent stakeholder communication, including attendance at meetings along with timely and accurate reporting
- Provide guidelines (playbook) for project delivery to Tier 1 partners and

ensuring relevant design standards are applied by Tier 1 partners.

- Manage performance of Tier 1 PM firms including participation in quarterly reviews
- Maintain governance against NHSPS, DH and NHS England process and procedures
- Provide regular (timely) and accurate team reporting as required on KPIs, and supply benchmark data to the construction support team.
- Provide oversight for any Change Management activities on team projects
- Propose & seek approval for process improvement from Service improvement team and provide feedback.
- Interface and collaborate with the Finance team to consolidate the CapEx and OpEx budgets for allocated and planned projects.
- Involvement in the creation (and updating) of the annual capital plan for the allocated area of responsibility, including customer and stakeholder engagement to develop future demand requirements, and provide input to national property strategies.
- Lead and influence NHS commissioners, and engage at a senior/executive level within customer organisations and NHSPS in the development and management of the project/programme pipeline and delivery.
- Develop and operationalise innovations and improvement measures to contribute to the overall programme.
- Proportional input to the savings target for the team
- Other ad hoc duties as required
- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Masters level education or equivalent professional experience • To include a degree in a relevant subject • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Member of a professional body e.g. RICS, APM, RIBA
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of project and programme management processes and techniques. • Strong technical knowledge in construction or design. • Understanding of real estate service lines, including asset management, project management and facilities management. • Understanding of real estate support functions, including Sourcing, Finance, HR and Technology. • Understanding of legislation relevant to construction and design 	
Experience	<ul style="list-style-type: none"> • Experience of managing a team delivering a programme of work. • Significant construction project & programme management experience within a client organisation. • Experience of managing complex construction projects and programmes of work to the value of £20m, including delivery within time, cost and quality targets. • Experience of working in and managing multi-disciplinary teams. • Experience of managing Stakeholders, and Service providers • Experience of managing Stakeholders, and Service providers. Including influencing senior leaders within your own and other organisations 	

Skills	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office software (including Word, Excel, PowerPoint and Project) • Strong communication, influencing and facilitation skills, including the ability to communicate complex/technical information in a clear and concise manner (both verbally and in written format). • Strong analytical & organisational skills, including the maintenance of accurate project records. • Proven team leadership capabilities • Client/Stakeholder relationship management skills • The successful candidate will require a practical working knowledge of the financial terms and principles that are associated with managing construction projects. • An ability to review and analyse potentially complex financial/ business reports/ data and develop innovative solutions, as well as experience in conducting analysis/ due diligence in terms of contract negotiation. • Requires a sound level of analytical and quantitative skills 	
Personal Qualities/Abilities	<ul style="list-style-type: none"> • Ability to manage a team delivering a programme of work (along with your own projects) and coordinate appropriately with various service lines, stakeholders and other team members. • Ability to comprehend, analyse and interpret complex business documents. • Ability to respond effectively to highly sensitive issues. • Ability to write reports and articles using distinctive style. • Ability to make effective& persuasive presentations on complex topics to clients & management • Ability to motivate and negotiate effectively with key employees, management, and client groups to take desired action. • Demonstrate an ability to solve complex 	

	problems and deliver a variety of options in complex situations.	
Other Requirements as applicable	<ul style="list-style-type: none"> • Adaptable • Able to manage and deliver against multiple demands in a matrix environment • Ability to influence at a senior level • Able to manage upwards within the internal and client organisation • Assertive 	