
NHS PROPERTY SERVICES LTD**Job Description**

Job title:	Contract Administrator
Grade:	Level 2
Base:	99 Gresham Street, London, EC2V 7NG
Responsible to:	National Contracts Manager
Accountable to:	Head of Procurement and Vendor management
Managerially responsible for:	No line management responsibilities
Directorate:	Operations
Key relationships:	NHS Property Services colleagues Supply-chain Internal and external stakeholders

Job Summary

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

Be a part of the Procurement and Vendor Management team with a focus on supporting the National Contract Managers in managing a large selection of suppliers across the NHS PS portfolio

Key duties and responsibilities of the role

- Review data from various sources and identify trends on supplier operational and financial performance
- Update contracts variation tracker
- Monitor compensation events and check against contractual rates
- Set up meetings and support on minute taking
- Interrogate the finance system, CAFM system and procurement system to look for trends in performance
- Review weekly spend from Sharepoint and allocate purchase order data to relevant vendor or category manager

Communication

- Provide relevant and timely specialist advice and guidance on contracts
- Be able to communicate and engage with various management levels and adjust your communication style to them
- Responsible for preparation of correspondence and complex papers, as directed by Category Lead.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Very good working knowledge of Excel, including V Lookup, Sum and IF 	<ul style="list-style-type: none"> •

Knowledge	<ul style="list-style-type: none"> • Utilise knowledge sources to ensure customer satisfaction and maximise department added value 	
Experience		<ul style="list-style-type: none"> • Facilities Management • Contract Management
Skills	<ul style="list-style-type: none"> • Good organisational skills and regularly reports into project leads on progress of assigned projects. • Good interpersonal and engagement skills with the ability to build rapport with all stakeholders. • A clear, concise communicator both oral and written 	
Personal Qualities/Abilities	<ul style="list-style-type: none"> • Total commitment to service and delivery excellence. • Innovative, self-starter, results orientated as well as understanding the value add of a professional procurement team. • Independent and accountable • Motivated by challenges • Enjoys problem solving 	
Other Requirements as applicable	<ul style="list-style-type: none"> • The role might include travel from time to time to both operational sites and suppliers. 	

