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**NHS PROPERTY SERVICES LTD****Job Description**

<b>Job title:</b>	Project / Programme Support / Co-Ordinator
<b>Type of role:</b>	Fixed Term -18 months
<b>Base:</b>	North West (Stockport)
<b>Travel requirements:</b>	As Required
<b>Responsible to:</b>	Head of Operational Excellence
<b>Directorate:</b>	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.

**Main purpose / scope of the role**

- Enabling the timely completion of surveys by ensuring that appropriate FM delivery staff accompany surveyors with correct key sets / access passes for entry purposes
- Receiving and tracking completed surveys through the internal assurance process, ensuring the final version are tagged correctly and uploaded to the right building location in Sharepoint

This project will identify the buildings where NHSPS is the freeholder and ensure up to date surveys are carried out, recorded consistently, and stored in an accessible format. Surveys of properties where NHS PS is a Head Tenant where the Duty holder responsibilities may have been passed down in the lease are outside the scope of this project although could be included in future phases. The reports will accessible through the CAFM system to ensure that appropriate risk profiles of buildings can be completed to provide accurate Asbestos Management Plans.

It is anticipated that this project will take between 12 to 18 months to complete and it is proposed that the core surveying work will be undertaken by competent surveyors recruited for this project alone.

**The project will deliver:**

- An agreed list of properties for which NHSPS is the freeholder.
- A comprehensive standard for surveys including that all surveys are consistent, rooms are physically entered and surveyed.
- A review of any management asbestos survey completed on a building in the identified list and under 24 months old to determine if it is of an acceptable standard and can be used.
- A Management Survey for each building requiring a new survey, reviewed by a competent person and approved as being complete and to NHSPS standards. This survey will confirm the presence (or not) of asbestos containing materials and allow proper planning for their management.
- A list of any required Remedial Works (including if required encapsulation or removal) and will develop a Building Risk Profile for each building.
- Marked up CAD drawings (subject to the roll out of the CAD strategy) or detailed plans of rooms/floors.

**Key Responsibilities**

The role covers a diverse range of activities to support the delivery of effective change and realisation of the required benefits. The role will enable the smooth running of the project / programme by supporting the project / programme manager through the operation of project / programme management processes, and the co-ordination of actions and activities on their behalf.

- Actively liaising with project / programme work-streams and contributing to overall planning, data analysis, problem solving and project co-ordination
- Monitoring progress against plans with the work-streams and liaising with the project / programme manager to ensure the plan remains on track
- Support the formal governance processes for project reporting
- Recording progress in line with the reporting framework and escalating issues of concern to the project / programme manager
- Scheduling of Project review meetings / calls
- Supporting capturing and issuing key notes / actions arising from review meetings
- Set up and maintain project files and manage user access permissions on the SharePoint workspace
- Establish document control procedures
- Supporting the co-ordination of work-stream inputs to the project's business case including

project costs and benefits (revenue).

- Collect actuals data and forecasts
- Update project / programme plans
- Assist with the compilation of reports, project reviews and stage gate approvals
- Monitor, analyse and co-ordinate risks, issues, assumptions, dependencies, changes, decisions, and lessons learned
- Adopt best practice aligned to the PMCOE / NHSPS project lifecycle and supporting toolkit.