
NHS PROPERTY SERVICES LTD Job Description

Job title:	Property Portfolio Coordinator
Grade:	1
Type of role:	Permanent
Base:	Houghton Primary Care Centre, Brinkburn Crescent, DH4 5GU
Travel requirements:	Ad hoc travel to zones
Responsible to:	Principal Policy & Portfolio Manager
Directorate:	Asset Management
Job reference:	PPC_AM

Having inherited responsibility for the facilities and property management functions previously managed by NHS primary care trusts and strategic health authorities, we own and run properties that range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

Our aim is to deliver outstanding quality across our estate in partnership with NHS organisations, generating cost efficiencies that will benefit our tenants, patients and the wider health economy.

The Asset Management team is one of the two main functions of NHS Property Services. The team includes several individual functions including Evaluation & Analytics, Investment Management, Legal Services, National Office Programme, Property Development, Property Management, Portfolio Optimisation and Strategic Asset Management.

The Property Management Team is primarily a customer facing team, managing all day to day aspects of our customers' property occupations. The team aligns to a regional zonal structure adopted by NHS Property Services with support from four national teams - the Leasing Team, Policy & Portfolio Team, Data Management Team and Vacant Space Team.

The team's activities include customer engagement, occupancy regularisation (to convert occupiers to a formal contract or informal occupancy agreement), managing sub-lease and head-lease events across the property portfolio, taking accountability for property data in the portfolio, and liaising with Clinical Commissioning Groups, NHS stakeholders and internal NHSPS teams.

The Policy and Portfolio Team works across Property Management and the wider NHSPS business and are responsible for:

- ✦ The development and implementation of policies, processes and best practice methodologies to improve business performance.
- ✦ The provision of a client orientated AutoCAD service to the Property Management function and the wider NHSPS business.
- ✦ The identification, procurement and management of national contracts that support the efficient and effective delivery of Property Management services across regional zones.
- ✦ The governance of Asset Management data integrity which supports core business activities.

Purpose and scope of the role

To assist the Policy and Portfolio Team and wider Property Management Team to drive forward improvements in respect of financial management, data management, contract management and business management, delivering an efficient cost-effective portfolio that supports the needs of the NHS. This is a varied role across a range of key disciplines providing opportunities for development.

The role will reside in the North East, but ad hoc engagement will be required across the 8 zonal property management teams (South East, South West, London, Midlands, East, North East, North Central and North West).

The role holder will be responsible for:

Financial Management Tasks:

- ✦ Raising purchase orders for supplier contracts, managing purchase order balances and processing of invoices.
- ✦ Monthly budget analysis and reconciliation of property management and contracted supplier accounts.
- ✦ Distribution of financial performance reports.

Contract Coordination Tasks:

- ✦ Extracting and tracking key operational and financial data from supplier contract performance reports.
- ✦ Distribution of contract performance reports to zonal team leads.
- ✦ Contract administration as required by the Portfolio Contracts Manager.
- ✦ Tracking and administering CAD Plan requests from zones.
- ✦ Provide support to the CAD Team by co-ordinating instructions to outsourced CAD suppliers and recording the current status of each amendment request by property.

Business Management Tasks:

- ✦ Supporting the wider Property Management Team where required to coordinate and track ad hoc projects.
- ✦ To maintain and update the cross functional NHSPS Occupier Handbook.
- ✦ Management of SharePoint filing structure for Property Management documentation.
- ✦ Preparation and distribution of Property Management operational performance reports.
- ✦ Preparing meeting agendas and taking minutes where required.
- ✦ Policy and process administration as required by the Principle Policy and Portfolio Manager.

Data Management Tasks:

- ✦ Data input, analysis and reporting to assist in improving quality, accuracy and completeness of Property Management data.
- ✦ Preparation and distribution of data performance reports.
- ✦ Acting as an ambassador of a data-driven function and helping drive a culture that promotes the highest quality of data.
- ✦ Provide support to the Principal Data Performance Manager by co-ordinating the approval process of changes made to the Property Management Database (Horizon).

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Real Estate, Data or Finance related qualification.	<ul style="list-style-type: none">• Degree level educated.

Knowledge and Experience	<ul style="list-style-type: none"> • Project Management. • Budget/Financial management and reconciliation. • Raising of Purchase Orders /Invoice processing. • Data Systems and Software. • Advanced Excel. 	<ul style="list-style-type: none"> • Contract administration. • Public sector experience. • Familiar with SharePoint.
Skills	<ul style="list-style-type: none"> • Excellent report writing skills. • Effective communicator. • Excellent numeracy skills with the ability to analyse and present complex data. • High level of attention to detail and accuracy in written work. • Business and Financial Management skills. 	<ul style="list-style-type: none"> • Project and Programme Management skills.
Personal qualities/abilities	<ul style="list-style-type: none"> • Ability to manage time and workload to deliver required outputs to strict deadlines. • Solutions focussed, a 'can do' attitude. • Task focussed. • Ability to work on own initiative without direct supervision. • Ability to work on a varied workload. • Desire to work in a change environment. • To actively interact, engage and collaborate with colleagues and other stakeholders. • Strong team ethos / active team player. • Customer focussed. • Tenacious and diligent. • Confident, hardworking and committed. 	