

NHS PROPERTY SERVICES LTD

Job Description

Job title:	Property Development Tracking Manager
Grade:	Level 2
Type of role:	Permanent
Base:	99 Gresham Street London
Travel requirements:	Minimal
Responsible to:	Head of Property Development
Key relationships:	Head of Property Development Senior Development Managers Development Managers Department Head – Town Planning Town Planners Other staff in NHS PS (including Business Performance Manager, Head of Investment Management, Asset Transaction Leads, Strategic Asset Managers, Head of Evaluation & Analytics, Capital Finance and the Communication Team).
Directorate:	Asset Management

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 organisation is looking to appoint a Property Development Tracking Manger. You will help support the Head of Property Development by managing the team's key activities including tracking projects and managing the team CAPEX and OPEX budget.

The focus of your role as the Property Development Tracking Manager is to develop and maintain processes for ensuring the accurate reporting of key milestones and budget updates in order to be in line with directorate and companywide targets. You are also responsible for all Purchase orders and ensuring supplier billing issues are handled in a prompt and timely manner.

You will be able to work with minimum supervision, prioritising tasks independently, and develop excellent working relationships with a wide range of internal and external individuals, partners and organisations.

Key Responsibilities

- Supporting the Head of Property Development to maintain company policies and procedures and undertaking work in accordance with those policies.
- Manage and update programme database tracking team progress against key milestones on all active and future projects.
- Manage and update the programme forecast tracker ensuring that all development managers have provided accurate and up to date details on project expenditure. Where necessary updating the reporting tool to meet the requirements of the Capital Finance team.
- Owning the Development financial reports, checking details are correct and providing upcoming forecast for the monthly programme board.
- Acting as the main point of contact for the Capital finance team regarding all CAPEX budget, forecast and actual queries.
- Owning the Purchase Order process from supplier set up to raising purchase orders in line with the company standing finance orders and instructions as required and ensuring the programme forecast tracker is updated accordingly.
- Providing first line support for project billing queries and issues from suppliers in order to resolve where possible or escalating to appropriate support teams where necessary.
- Monitoring the OPEX actuals report and ensuring there is no erroneous expenditure and is in line with Company policy.
- Ensure effective time management is maintained for all team meetings and some diary management responsibilities including scheduling the Head of Property Development's diary to maximise value from meetings and reduce travel times.
- Provide excellent support across a full range of administrative functions including the use of appropriate IT systems / applications, working to tight deadlines and to a very high standard of accuracy.
- Format and produce team and directorate presentations and format Board, ExCo and AIC reports.
- Organise and prioritise own workload, managing time effectively and efficiently in order to meet objectives, escalating any issues that may affect the meeting of key goals or reaching satisfactory solutions to the appropriate person.
- Update the team holiday tracker to ensure that resources are available.
- Organise team Christmas and Summer social events as well as team building activities.

- Maintain a database of key contacts for relevant work streams for liaison with colleagues, organisations and key suppliers.

Essential Skills

- Highly organised, efficient, methodical and with a logical/positive mind and attitude.
- Able to establish good working relationships with people at all levels of the organisation.
- Some experience with finance and numbers
- Strong written and verbal communication
- Able to demonstrate high level of flexibility, urgency, drive and enthusiasm.
- Excellent interpersonal skills with strong attention to detail and professionalism.
- Able to effectively multi-task, prioritise a high-volume workload, work on own initiative, use common sense, and aptitude for problem solving
- Good organisation skills and ability to manage workload with frequent deadlines and sometimes similar deadlines
- IT skills (knowledge of Outlook, Microsoft office applications, etc.).
- Confident in decision making.
- The ability to motivate people at all levels