
NHS PROPERTY SERVICES LTD**Job Description**

Job title:	Head of Construction Programme Management
Level:	5
Type of role:	Permanent
Base:	99 Gresham
Travel requirements:	As Required – National
Responsible to:	COO
Directorate:	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

Responsible for leading the Project Management and Capital team within operations to provide property and construction expertise, championing the construction process to facilitate the overall growth of the construction function through organic development, construction, refurbishment and enhancement of the portfolio.

Key Responsibilities

- Leading the Construction team, ensuring the team understand its role in delivering the construction function plan.
- Owning and managing a substantial capital programme from budget build to delivery.
- Acting as a key member of the business unit, responsible for executing strategy and delivering performance in the construction business.
- Prepare, present for Board approval and maintain, a 3 year rolling capital plan
- Determining and implementing strategies to deliver construction targets. Ensuring all group construction activity on programme, budget and to a high quality.
- Acting as in-house cost consultant to challenge cost submissions.
- Ensuring project delivery is time and quality efficient, challenging programme duration and delivery methodology
- Establishing a network of functional experts to support the construction team in delivering their targets.
- Seeking to innovate and establish new working practices to continually develop business.
- Developing and implementing the capital pipelines procurement strategy to best suit the needs of the business.
- Continually developing and maintaining the specification to ensure the business delivers the right product at the right price point into the market.
- Ensuring that legacy issues are kept to a minimum and are dealt with expediently.
- Maintaining regular updates on inflation and market conditions including benchmarking costs both internally and externally.
- Maintaining defects within KPI limits and ensuring that procedures are put in place to limit the amount of defects.
- Undertaking peer reviews of the construction projects at key stages to ensure effective delivery.
- Delivering construction objectives through the project teams, ensuring sufficient cost/programme risk is being taken on in order to acquire new development pipeline whilst ensuring construction projects remain on programme/cost/quality.

- Maintain H&S statistics within KPI targets.
- Managing the business construction strategy.
- Creating an enjoyable and energised work environment for the team, celebrating success and recognising individual achievement at every opportunity.
- Enhance and champion the construction process building a customer focused approach to the process.
- Establishing and maintaining a comprehensive network of contact within property, local authority and development sectors.
- Supporting the acquisition and development teams ensuring the effective management of the construction process in delivering further pipeline.
- Provide strategic-level project leadership, direction and management of project resources (internal & external), including project management, planning & infrastructure, design management, contract & commercial management, and project operational support.
- Act as the principal interface on the project and manage progress to deliver to client requirements.
- Working with the client, develop the Project Development Brief and the Project Execution Plan.
- Recruit and induct appropriate resources & skill-sets to deliver to the Project Execution Plan.
- Manage the delivery of concept design, schematic design and detailed design to meet client criteria and product definition.
- Manage the construction phase, from enabling works to commissioning and handover to end-user.
- Manage the output of the Supply Chain to meet the Master Schedule and the Budget Plan.
- Take accountability for the overall delivery of the project Gateways in terms of Time / Cost / Quality.
- Ensure that project works are effectively managed in accordance with corporate and legislative Health, Safety & Environmental requirements.

- Support the coaching, training and professional development of project teams .
- Provide the client with adequate management information and reporting of project performance; ensuring that Risks & Opportunities, as well as Variation Orders, are proactively managed and communicated.
- Share lessons learnt with organisation and drive towards continuous improvement.
- Monitor all work executed, at all stages, to ensure that an accurate and professional service is offered.
- Assume responsibility for staff performance, including performance reviews and reward.
- Manage relationship with all senior internal stakeholders and relevant external stakeholders.
- Facilitate the execution of the COO and the capital team pipeline activities with clarity of objectives and decision-making leadership.

Person Specification

	Essential	Desirable
Qualifications	<p>RICS Chartered Surveyor, Building Surveyor or Quantity Surveyor.</p> <p>Project Management qualification.</p>	Certification, Professional Membership.
Experience	<p>Construction experience.</p> <p>Internal management experience with a minimum of 20 people, you must have the experience of leading a team and identifying risk from a cost and delivery perspective.</p> <p>Experience of delivery and creating strategies is important with the ability to adapt to different scenarios. This is an exceptional opportunity to join a leading property business at a senior level.</p>	

	<p>Significant experience of successfully delivering major capital development schemes.</p> <p>Significant experience and delivery of major rationalisation programmes.</p> <p>Significant experience and knowledge of strategic service change management.</p> <p>Experience of working in or managing multi-site operations.</p> <p>Experience of team leadership and staff management.</p> <p>Experience of leading complex, multi-disciplinary/multi-agency Project Teams.</p> <p>Experience in the management of, and liaison with, design professionals and consultants from other agencies.</p> <p>Proven experience of successful project management in a complex environment.</p> <p>Proven experience of delivering complex projects within time/cost/quality frameworks.</p>	
<p>Skills</p>	<p>Capable of functional leadership to the Company and the construction project management team.</p> <p>Familiarity with and/or a knowledge of the Microsoft Office software (Word, Excel, PowerPoint, Project, etc).</p> <p>Excellent communication skills both written and verbal.</p> <p>Budget management.</p> <p>Ability to produce strategies, business cases, report and documents which clearly set out highly complex issues.</p> <p>Ability to present findings to a large group.</p>	

	<p>Ability to maintain accurate project records (both paper and electronic).</p> <p>Ensure sound financial management of projects is undertaken by those responsible for their delivery. Ability to manage an unpredictable work pattern with for example, periods of intense concentration, frequent site visits, occasional project emergencies, routine office work and the chairing of meetings.</p> <p>Ability to communicate highly complex/technical information in a clear and non-threatening manner.</p> <p>The highest level of communication skills will be required. This includes highly developed interpersonal, negotiation, influencing and conflict management skills required to communicate controversial issues.</p> <p>Highest level of analytical and problem solving skills will frequently be required for the assessment of complex system transformation.</p>	
<p>Personal Qualities/Abilities</p>	<p>Strongly valued led individual with excellent judgement and decision making skills.</p> <p>Self-aware yet highly resilient individual capable of challenging and being challenged.</p> <p>Ability to work under pressure, and consistently meet tight deadlines and offer practical solutions.</p> <p>Strong organisational skills.</p> <p>Ability to provide leadership as a member of the COO senior team.</p> <p>Exceptional coaching, communication, interpersonal & leadership skills.</p> <p>Ability to motivate others to produce quality results within tight timeframes and simultaneously manage several projects.</p>	

	<p>Action-oriented, decisive approach to work required, with the willingness to take a hands-on role to ensure the deliverables are met on time with high quality.</p> <p>Ability to counsel and reassure others at all levels and to use empathy where appropriate.</p> <p>Willingness to adapt and learn new skills.</p> <p>Maintain CPD as appropriate.</p>	
Other Requirements as applicable	<p>A customer focused approach is required.</p> <p>Flexible and adaptable willing and able to undertake significant travel to remote locations together with overnight stays away from home.</p> <p>Flexible, enthusiastic and committed.</p>	