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

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|-----------------------------|-----------------------------------------------------------------------------------|
| <b>Job title:</b>           | Data Support Manager - NW                                                         |
| <b>Level:</b>               | 2                                                                                 |
| <b>Type of role:</b>        | FTC 12 months                                                                     |
| <b>Base:</b>                | Regent House, Heaton Lane, Stockport SK4 1BS                                      |
| <b>Travel requirements:</b> | Other Zone Offices, Site visits and visits to London Office as and when required. |
| <b>Responsible to:</b>      | Principal Property Finance Manager                                                |
| <b>Directorate:</b>         | Finance                                                                           |
| <b>Job reference:</b>       |                                                                                   |

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 PMA Data Support Manager is responsible for all aspects of property accounting for Data Change notice (DCN) processing and Date Change Request (DCR) Processing. The Role works closely as part of a team with PMA's, AM and FM colleagues to ensure efficient and accurate accounting of our customer and company funds.

The role will provide support to the PMA function and promote accurate billing, the day to day activities within this role require the use of the Horizon and NAV systems.

## **Key Responsibilities**

- Process Data Change notice (DCN) and Date Change Request (DCR) requests to an agreed time frame.
- Investigation of items appearing on the billing Exception reports including liaison with PM and FM colleagues to resolve any Issues.
- Raise AD Hoc Charges and Credits as required in Horizon or NAV.
- Work Closely with Senior Property Managers (SPM) and FM colleagues to identify data errors, data improvements data upload requirements and undertake amendments for the sites and buildings the are managed by Property Services.
- Own the Date Change Notice (DCN) and Date Change Request (DCR) process at a zonal level which is used to formally request changes in data and the auditable process to implement those changes.
- Work in conjunction with a regional or central team finance, facilities management, Business information and Wider Asset Management team to resolve data queries and Inconsistencies.
- Use system Generated reports to resolve queries – avoid use of manually created excel sheets.
- Report the DCN, DCR progress and a regular basis to the PPFM teams for review.
- Assist with any internal or external audit activity in relation to data records.

## Person Specification

|                                     | Essential                                                                                                                                                                                       | Desirable                |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Qualifications</b>               | Educated to A level or Equivalent.                                                                                                                                                              |                          |
| <b>Knowledge</b>                    |                                                                                                                                                                                                 | Public Sector experience |
| <b>Experience</b>                   | Previous Data or Finance role.                                                                                                                                                                  | Real Estate experience   |
| <b>Skills</b>                       | Data Proficiency.<br>Excel Skills.<br>Data reporting                                                                                                                                            | Reporting software usage |
| <b>Personal qualities/abilities</b> | Interest in data and analytics.<br>High attention to detail and accuracy.<br>Ability to establish and adhere to deadlines.<br>Well organised, able to prioritise tasks and work under pressure. |                          |

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|----------------------------------|--------------|--|
|                                  | Team Player. |  |
| Other requirements as applicable |              |  |