

NHS PROPERTY SERVICES LTD

Job Description

Job title:	Principal Construction Manager
Level:	4
Base:	East Zone Hub site
Responsible to:	Head of Construction Programme Management
Accountable to:	Head of Construction Programme Management
Managerially responsible for:	Senior Construction Managers
Directorate:	Operations
Key relationships:	COO Operations senior management team, Asset Management team External stakeholders (NHS England, DH, CCGs etc)

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 Principal Construction Manager (PCM) will oversee a team of Senior Construction Managers (SCMs), and will have overall responsibility for the successful delivery of all projects allocated to the team as part of the NHSPS Programme of work. The candidate will be accountable for overall success of project delivery (from initial project strategy including the review of Real Estate Options, through design, procurement, construction, and project close out). This role will oversee ongoing projects and help initiate new projects in support of NHSPS business goals and objectives.

The PCM (and their team) will procure and manage NHSPS approved Companies in the provision of programme planning, budgeting, and input into the Business Case. The PCM will subsequently monitor and ensure the work scope and other related operational policies and procedures are adhered to for the assigned projects.

The PCM would be expected to progress other non-project specific initiatives that are associated with the delivery of the NHSPS Property Programme

Key Responsibilities

- Primarily responsible for managing a team delivering projects as part of the NHSPS property programme. Ensuring the successful delivery of all projects allocated to the team within the specified time, cost and quality targets.
- Responsible for managing the performance of all direct reports and providing clear and concise reporting on team performance, development opportunities, recognition and areas for improvement as required.
- Responsible and accountable for the overall management of the project process, including development of the project brief, cost planning, business case preparation and sign off, procurement of contractors/suppliers and products, and production of associated contract documentation.
- Work closely with all NHSPS project/programme stakeholders (including Asset Management and Operations) to enable the creation of the initial project brief and subsequent business case – including option appraisals, construction budgeting and scheduling. Following this take responsibility for management of all stakeholders/third parties, to ensure successful project delivery
- Establish and build strong and positive relationships with key customers and tenants in your zone, and engage at a senior/executive level with these organisations in the development, management, and delivery of the annual capital project/programme pipeline.
- Promote efficient and consistent stakeholder communication, including attendance at meetings along with timely and accurate reporting. Managing high level communications with customers and public representatives eg councillors and MPs and assisting in responding to FoI requests.
- Develop an annual resourcing and procurement strategy for allocated projects and follow through with quarterly updates.
- Responsible for selecting and managing Consultants, Contractors, and Suppliers within the NHSPS procurement and project delivery frameworks, governance, and processes. Manage performance of all consultants and contractors including participation in quarterly reviews
- Maintain project and financial governance in line with NHSPS, DH and NHS England process, procedures, and sign of limits. Provide oversight for any Change

Management activities on team projects.

- Provide regular (timely) and accurate internal project/programme reporting as required against annual KPIs, fully utilising any company systems and processes in place at the time.
- Involvement in the creation (and updating) of the annual capital plan for the allocated area of responsibility, including customer and NHSPS stakeholder engagement to develop future demand requirements, and provide input to national property strategies.
- Assist with the development and operationalisation of innovations and improvement measures to contribute to the performance of the team and delivery of the capital programme – including process, procurement, design standards and operating model.
- Proportional input to the savings target for the Company and construction team
- Other ad hoc duties as required
- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Masters level education or equivalent professional experience • A degree in a relevant subject • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Member of a professional body e.g. RICS, APM, RIBA, MCIOB
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of project and programme management processes and techniques. • Strong technical knowledge in construction or design. • Understanding of real estate service lines, including asset management, project management and facilities management. • Understanding of real estate support functions, including Sourcing, Finance, HR and Technology. • Understanding of legislation relevant to construction and design 	Knowledge of design standards for Health care facilities

Experience	<ul style="list-style-type: none"> • Experience of managing a team delivering a programme of work. • Significant construction project & programme management experience within a multi-site client organisation. • Experience of managing complex construction projects and programmes of work to the value of £20m, including delivery within time, cost and quality targets. • Experience of working in and managing multi-disciplinary teams. • Experience of managing Stakeholders, and Service providers • Experience of managing Stakeholders, and Service providers. Including influencing senior leaders within your own and other organisations 	<p>Experience of delivering Health Care related projects</p>
Skills	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office software (including Word, Excel, PowerPoint and Project) • Strong communication, influencing and facilitation skills, including the ability to communicate complex/technical information in a clear and concise manner (both verbally and in written format). • Proven team leadership capabilities • Client/Stakeholder relationship management skills • The successful candidate will require a practical working knowledge of the financial terms and principles that are associated with managing construction projects. • Strong analytical, quantitative & organisational skills including an ability to review and analyse potentially complex reports and data (written and quantitative), and develop innovative solutions, as well as experience in conducting analysis/ due diligence in terms of contract negotiation. • Excellent organisational skills including ability to develop detailed action plans for delivering a multi-site programme of works. 	

Personal Qualities/Abilities	<ul style="list-style-type: none"> • Ability to manage a team delivering a programme of work (along with your own projects) and coordinate appropriately with various service lines, stakeholders and other team members. • Ability to comprehend, analyse and interpret complex business documents. • Ability to respond effectively to highly sensitive issues. • Ability to write reports and articles using distinctive style. • Ability to make effective& persuasive presentations on complex topics to clients & management • Ability to motivate and negotiate effectively with key employees, management, and client groups to take desired action. • Demonstrate an ability to solve complex problems and deliver a variety of options in complex situations. 	
Other Requirements as applicable	<ul style="list-style-type: none"> • Adaptable • Able to manage and deliver against multiple demands in a matrix environment • Ability to influence at a senior level • Able to manage upwards within the internal and client organisation • Assertive 	