



**University
Hospitals Sussex**
NHS Foundation Trust



Property Manager

**UNIVERSITY HOSPITALS SUSSEX NHS FOUNDATION TRUST
CANDIDATE PACK**

Prepared by: Castlefield Recruitment

JANUARY 2024

WELCOME

Welcome,

Thank you for your interest in University Hospitals Sussex NHS Foundation Trust, there has never been a better time to join us. An exciting opportunity exists for an experienced and talented Property Manager to play a pivotal role within the Capital Development and Property Directorate.

Supporting the Associate Director of Property and based at our offices at Royal Sussex County Hospital, Brighton, this post holder will be responsible for co-ordinating and managing a range of property management duties across the Trust's portfolio including delegated projects. You will also assist with the management of Trust properties including estate rationalisation projects, space planning, leases, service level agreements, landlord-tenant issues, site surveys, record keeping, compiling reports and completing property returns. Also, to provide help with the development of business case proposals and associated capital projects including property transactions.

You will be educated to degree level or with equivalent experience in a property based discipline and have clear evidence of Continuing Professional Development. You will have a demonstrable track record of successfully delivering property transactions involving liaison and negotiation with landlords, tenants, contractors, solicitors, surveyors, property advisors and specialist engineers. Communicate regularly with the Trust's Finance Department in managing delegated budgets. and have proven skills in effective people management, communication and understand the importance of stakeholder relationships. The successful candidate will possess knowledge of technical and regulatory standards and work closely with a wide range of internal and external stakeholders including clinicians, local authorities, design teams and contractors. Bringing an attention to detail, skills include excellent oral and written communication.

Choose to collaborate with us and you will join a collaborative and supportive team who are encouraged to further their learning and development. You will be supported personally and professionally by a commitment to care and compassion that applies as much to our staff as it does to our patients.

We value and promote diversity and are committed to equality of opportunity for all. The Trust offers a wide range of active staff groups including our network groups for LGBTQ+, Disability, and SOAR for our Black, Asian, and ethnic minority colleagues and allies. Membership and participation in these networks are encouraged.

As an organisation we support an inclusive culture and diversity for our staff. We are committed to encouraging further development and growth from diverse groups, and we welcome applications from people of all abilities and from under-represented groups, which we can support with our range of flexible and inclusive options.

If you are an experienced Property Manager who wants to use their professional skills and expertise to make a difference and achieve lasting healthcare change for the population of Sussex, then we would be delighted to hear from you.

Kind Regards,

Tim Hague
Associate Director of Property

ABOUT THE TRUST

University Hospitals Sussex NHS Foundation Trust is a newly formed organisation following a merger between Western Sussex Hospitals NHS Foundation Trust (WSHFT) and Brighton and Sussex University Hospitals Trust (BSUH) on 1st April 2021. Our vision (Excellent care, every time - "Where better never stops") is at the heart of all that that we do - we pride ourselves in putting the compassionate care of patients first and foremost. Our journey has started but we have much still to do, enabled by our Patient First ethos which shapes our values and gives structure to our improvement and performance management. Our shared sense of purpose, commitment to investing in and developing our workforce and focus on continuous improvement in the pursuit of excellent care, every time, for our patients underpins all that we do. The largest part of this journey is investing in staff and creating a vibrant and supportive organisation where successful careers flourish.

University Hospitals Sussex employs nearly 20,000 people across five main hospital sites in Sussex and has an operating budget of more than £1 billion. The Trust operates from seven hospitals in Chichester, Worthing, Shoreham, Haywards Heath and Brighton and Hove, as well as numerous community and satellite services. The trust is responsible for all district general acute services for Brighton and Hove, West and Mid Sussex and parts of East Sussex. It also provides specialised and tertiary services across Sussex and parts of the South East, including neuroscience, arterial vascular surgery, neonatology, specialised paediatric, cardiac, cancer, renal, infectious diseases, and HIV medicine services.

The scale of the new organisation and its combined resources provides a range of significant benefits for patients, public and staff:

Better for patients

- Continued commitment to always improving care through Patient First approach
- Safeguarding local delivery of acute services in Sussex, such as A&E and maternity care
- Development of all existing specialties, such as cancer, paediatrics and trauma
- Development of more specialist services in Sussex, reducing travel to other areas
- More integrated care, improving patient experience and access to services
- Stronger support for population health, preventative care and NHS Long Term Plan

Better for staff

- Better career opportunities for staff, supporting retention and recruitment
- Clear leadership, governance and structures to improve organisational responsiveness
- Investment in Patient First to empower staff at every level to make improvements
- Enhanced education, training, research and innovation opportunities
- Strengthened support networks for LGBTQ+, BAME, Disability and other staff groups
- Improved health and wellbeing programme to support a highly engaged workforce

Better for Sussex

- A financially secure acute hospital trust accountable to its members
- Investment in new and existing hospital services, according to local need
- A commitment to reducing energy, waste, pollution, plastic and carbon emissions
- An NHS employer of choice for nearly 20,000 people

MISSION & VALUES

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide: ‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

PATIENT FIRST

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas. .
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop
 - Encouraging frontline staff to lead the redesign processes
 - Equal voices for all
 - Engagement of staff is a big factor in job performance.
 - Good engagement leads to improved quality, mortality and safety measures

PATIENT FIRST

Our Patient First strategy identifies our True North priorities under six strategic themes:



WHY WORK AT UHSUSSEX?

At UHSussex we're proud to be at the heart of the NHS. As one of the UK's largest acute Trusts, we're a leading example of the excellence, the ambition and the values that have embodied the NHS for over 70 years.

When you work at UHSussex you can expect:

- **To make a difference and to be valued** – our Patient First strategy means that all staff can see how they contribute to the vision and direction of the Trust in meeting the needs of our patients and our staff. Our annual staff survey also gives you the opportunity to let us know how it feels to work at UHSussex and to help shape the future for the Trust.
- **To have great career progression opportunities** – we are proud of just how many of our staff join us at the start of their career and stay for the duration, working their way up to more senior roles. We will invest in your training and development so you have the skills you need to be successful in the role and to be ready for the next step.
- **To have a work life balance** – we know just how important a good work life balance is, working in healthcare it's clear that we can't be part of an organisation looking after others if we don't look after ourselves. As well as a generous number of days leave each year there are opportunities to work flexibly to make your unique work life balance needs right for you.
- **To be supported** – as well as our many active staff networks that support our staff to bring their authentic self to work, we have a Health & Wellbeing team that are dedicated to the wellbeing of our staff. They have a range of initiatives to look after your physical, mental, emotional and financial wellbeing when you need it.
- **To work in a great location** – all our hospitals are based on or near the south coast including the beautiful seaside resorts of Brighton, Worthing and Chichester. The South Downs is also close and is a designated area of outstanding natural beauty.

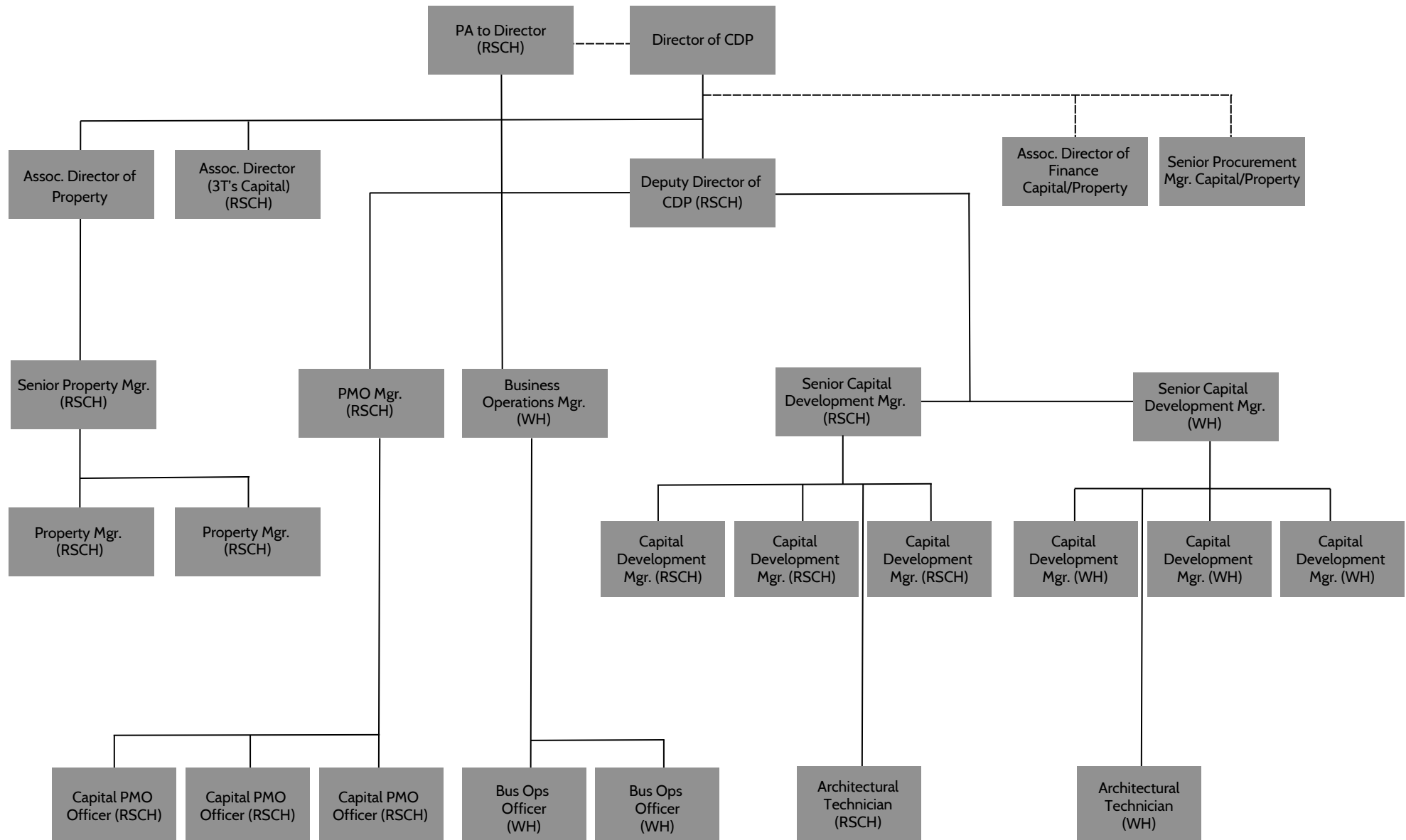
INCLUSION & DIVERSITY

The Trust is committed to supporting Inclusion as can be seen by our Patient First Triangle with a clear value being Inclusion. We all have a responsibility to treat our colleagues, patients and service users with respect and dignity irrespective of; age, disability, ethnicity, gender reassignment/identity, marriage and civil partnership status, pregnancy and maternity status, religion or belief, sex and sexual orientation.

We are a Disability Confident Employer (Level 2) and part of the Stonewall Workplace Equality Champions programme.

All staff have a duty to report any behaviours which contravene this to their managers.

STRUCTURE CHART



JOB DESCRIPTION

Job Title	Property Manager
Band	8A
Hours	37.5 per week
Department	Capital Development and Property
Division	Finance
Location/Hospital Site	RSCH: Expected to travel to all sites within the Trust
Responsible to	Senior Property Manager
Accountable to	Director of Capital Development & Property
DBS Level	Standard

Role Summary

The Property Manager reports to the Senior Property Manager and shall be accountable for delivering an agreed annual programme of work in relation to the Trusts' property functions as well as supporting the Property team in delivering the Estate Strategy and Masterplanning corporate project. The post holder shall, where required, deputise for the Senior Property Manager and represent the Property Services team in internal and external meetings.

Supporting the Senior Property Manager and Associate Director of Property, the post holder will:

- Assist with the management of Trust properties including estate rationalisation projects, landlord-tenant issues, record keeping, compiling reports and completing property returns
- Assist with the development of business cases for property proposals, property transactions and associated capital projects
- Ensure property assets are used strategically for the benefit of the Trust in support of the implementation of the clinical strategy and service plans
- Participate in the development and roll out of a computerised property and asset management system
- Manage the annual updates of property appraisals, assessing estate condition, statutory compliance, functional suitability and space utilisation in association with Estates colleagues
- Participate in the rationalisation/disposal of surplus land and property

JOB DESCRIPTION

CONTINUED

- Identify and contribute to opportunities in Cost Improvement Programmes (CiPs)
- Contribute to UHSussex 5–10-year Estate Strategy & Masterplanning corporate project and associated site development plans
- Contribute to the Trusts corporate governance processes through quarterly/annual 'Property Strategy' updates to the Trust Board on the management of the Trusts estate, including monitoring of key performance indicators and targets (Carter report etc)
- Effectively manage land and property activities by providing specialist skills across a range of activities including:
 - Acquisitions
 - Disposals
 - Leasing and licencing
 - Monitoring lease obligations
 - Formalising undocumented tenancies
 - Rent reviews
 - Lease renewals
 - Monitoring tenancy obligations
 - Business rates reviews
 - Property related aspects of Service Level Agreements with other Trust and external organisations.
 - Space management including associated booking and utilisation database systems
 - Space planning feasibilities and projects
- The post holder shall ensure that all property transactions are undertaken in line with best governance principles and meets all relevant technical legislative and NHS regulatory requirements. This shall include interpreting national policy guidance and contributing to the development and implementation of local policies/procedures

JOB DESCRIPTION

CONTINUED

Dimensions

The post holder shall be responsible for the accuracy of the Trusts property database, manage delegated budgets diligently, report accurately and follow the Trust's Standing Financial Instructions at all times.

The Trusts property portfolio is set out below:

Sites	Gross Internal Area (m2)	% of Total Area
Royal Sussex County Hospital, Brighton	172,935	46%
Worthing Hospital, Worthing	59,814	16%
St Richard's Hospital, Chichester	68,598	18%
Princess Royal Hospital, Haywards Heath	47,931	13%
Southlands Hospital, Shoreham-by-Sea	9,451	3%
Main Satellite Sites providing clinical services	11,771	3%
Main Satellite Sites providing non-clinical services	5,396	1%
UHSussex Total	375,896	

Key Working Relationships

The post holder will consult internally with Clinical Divisional teams, Directors of Operations, Heads of Nursing, Service Managers and clinical staff, as well as, with colleagues from corporate teams such as Capital Development and Property, Facilities & Estates, Commercial Services and Finance Departments.

In addition, the post holder will be required to consult with external stakeholders such as contractors, landlords, agents, tenants, local authorities, solicitors, property consultants, NHS agencies, other public sector partners, patient & public representatives and any other relevant stakeholder groups.

JOB DESCRIPTION

CONTINUED

Main Duties and Responsibilities

Communication:

- The post holder shall need to be an eloquent and inspirational communicator in order to:
 - Liaise and negotiate with landlords, tenants, contractors, solicitors, surveyors, property advisors and specialist engineers
 - Communicate regularly with the Trust's finance department in managing delegated budgets
 - Develop effective communication channels between user stakeholder groups and senior management including Head of Nursing, Divisional Director of Operations, Chief of Service and service users
 - Organise and chair key meetings with both internal and external stakeholders for various delegated projects
- The post holder shall be required to contribute to and manage/lead communications when required, in relation to a number of complex and/or sensitive areas. These involve:
 - The presentation of technical property; legal, design, compliance, contractual or financial information to project stakeholders/project team members (membership of groups shall be diverse and could include directors, local authority officers, clinicians, service users, contractors, consultants and members of the public)
 - Contributing to acceptable contractual agreements, which provide good value in relation to sensitive site development, disposal and acquisition projects
 - Compiling complex and detailed reports for directors and senior managers
 - The setting of objectives, rules, standards and boundaries for external consultants in situations where their performance has been less than optimal
- The post holder shall produce detailed written reports (e.g., option appraisals, business cases and risk assessments) and shall be required to present the related action plans or summary reports to directors and senior managers and/or their partner organisations
- Ensure that all persons within the span of control understand the importance of excellent communications, particularly where investments are complex or involve multiple services
- Establish systems for the sharing of relevant knowledge regarding developments on a regular basis with appropriate stakeholders
- Work with your lead manager to ensure that programmes of work are appropriately targeted enabling the Trust to make the necessary progress towards national and local objectives
- The postholder shall be able to explain complex projects to building occupants/clinical staff, answering their questions and allaying their fears as necessary

Analytical and Judgemental skills:

- The post holder shall be required to make judgements and appropriate decisions required to suit their level of seniority
- The post holder's decisions shall be guided by a combination of legislation, national and local policies. However, in most situations the post holder shall have to interpret these broad policies and shall have freedom to act
- Ensure that a robust prioritisation and risk management process is in place to ensure the delivery of delegated projects on an annual basis
- Implement auditor report recommendations into the property teams' working procedures

JOB DESCRIPTION

CONTINUED

- To manage the delivery of integrated, responsive and service focused capital projects incorporating legal and property management and , planning and commissioning activities
- The post holder shall need to gain the co-operation of the many stakeholders associated with these complex, sensitive or contentious estate/property projects. Exceptionally strong listening, negotiating and persuasive skills along with a developed problem-solving approach are therefore essential
- Assist with the management of Trust properties including estate rationalisation projects, landlord-tenant issues, record keeping, compiling reports and completing property returns
- Contribute to UHSussex 5–10-year Estate Strategy & Masterplanning corporate project and associated site development plans
- Contribute to the Trusts corporate governance processes through quarterly/annual ‘Property Strategy’ updates to the Trust Board on the management of the Trusts estate, including monitoring of key performance indicators and targets (Carter report etc)

Planning and Organisational Skills:

- Contribute to the planning and development of the Trust estate, ensuring the provision of safe, fit-for-purpose environments for patients, staff and visitors, which reflect changes in clinical practice, and which are consistent with the strategic aims and objectives of the Trust
- Contribute to the development of the Trusts’ business plans, strategic service development plans and other planning documents ensuring appropriate links are made to asset investment strategies
- Ensure that delegated projects are effectively planned, commissioned and evaluated
- Encourage building occupants to improve space utilisation and thereby reduce the overall cost of accommodation
- To support the Trust in identifying opportunities to rationalise the estate, ensuring that space is used effectively, and best value is secured through a managed programme of acquisitions and disposals
- The post holder shall assist in ensuring a wide range of long-term strategic plans (1-5 years) are developed to an exceptionally high standard. Examples include:
 - asset investment plans
 - site development plans
 - strategic access plans
 - property strategy
 - space management
 - site and Trust Masterplans
 - support to sustainability plans
- Assist with surveying & reporting requirements e.g. Estates Return Information Collection (ERIC), Premises Assurance Model, 6 Facet Surveys etc.
- Conduct surveys and assessments of existing buildings and infrastructures in association with relevant colleagues to establish base information prior to establishing proposals
- Manage the annual updates of property appraisals, assessing estate condition, statutory compliance, functional suitability and space utilisation in association with Estates colleagues
- Participate in the rationalisation/disposal of surplus land and property

JOB DESCRIPTION

CONTINUED

Service Delivery and Improvement:

- To deal with day-to-day Landlord-Tenant issues for 'leased-in' and 'leased-out' tenancy agreements
- Effectively manage land and property activities by providing specialist skills across a range of activities including:
 - acquisitions
 - disposals
 - leasing and licencing
 - monitoring lease obligations
 - Formalising undocumented tenancies
 - rent reviews
 - lease renewals
 - monitoring tenancy obligations
 - business rates reviews
 - property related aspects of Service Level Agreements with other Trust and external organisations
 - space management including associated booking and utilisation database systems
 - space planning feasibilities and projects
- Plan and organise work activities and formulate programmes of work for property management related schemes within the built environment, including production and updating of project programmes
- Contribute to strategic and contingency planning for the services within the remit of the department, which may have an impact on other areas
- Monitor lease review dates, RPI uplifts, KPI and insurance reviews
- Assist the department in preparing documentation and business cases to support proposals for the efficient management of the Trust's estate, e.g. property strategies, rationalisation of buildings and service developments
- Responsible for a programme of formalising undocumented tenancies
- Responsible for developing and agreeing premises related Service Level Agreements with 3rd parties
- Co-ordinate the assimilation of data for the regular issue of Trust reporting requirements

People Management and Development:

- Manage external consultancy support required for the delivery of allocated projects, as required
- Ensure all contractors comply with Trust and Health and Safety policies especially in relation to the control of contractors
- The post holder shall need to inspire and motivate self and colleagues and lead by example at all times, embedding the Trusts' vision and values
- Contribute to the team in such a way that the Property team function remains customer focused and outward looking to identify the needs of others first and foremost
- Ensure that the project teams have sufficient (both in numbers and quality) project management resources to deliver projects under your control

JOB DESCRIPTION

CONTINUED

- The post holder shall be required to confidently manage a large and diverse team of professionals. Developed communication, leadership and relationship skills are needed to ensure that all team members are:
 - well informed
 - fully involved in the decision making processes
 - motivated
 - focused on shared goals and objectives
 - appropriately supported
 - achieving their full potential
 - delivering a high quality of service
- The postholder will be a confident decision maker who can command respect and engender confidence
- Ensure that the project teams are aware of and utilise the agreed procedures for appointing and managing contractors and consultants

Patient Care Delivery:

- Carefully manage and phase property related projects in occupied areas where incidental conflict with patients may occur
- Incidental contact with patients

Policy and Service Development Implementation:

- The post holder shall contribute to a wide range of policy development and implementation. The areas covered include the formulation and implementation of policies, procedures, strategies, business cases and guidelines which shall underpin the:
 - acquisition, development, property management, utilisation, de-commissioning and disposal of land and property
- This iterative process must be flexible and sensitive to frequent policy change (at both national and local level). Examples include translating the Trusts' objectives and targets into estate related action plans
- Contribute to the development of relevant policies, procedures and Standing Operating Procedures (SoP's) in support of the Property team, ensuring effective cascade
- Maintain a practical working knowledge of estate related Department of Health policies, and best practice in the design, construction and maintenance of healthcare buildings

Financial and Physical Development:

- Responsible for identifying and reporting on physical property assets of the Trust
- The post holder shall be required to visit and inspect sites and properties on a frequent basis. These sites / properties shall vary in condition (e.g., early-stage construction with ground works underway; various stages of construction; refurbishment; occupied building; decommissioned building or site)
- The post holder shall be expected to work in variable environmental conditions including outdoor work in inclement weather and working within a decommissioned building with no light or heat. Appropriate protective clothing, equipment and training shall be provided and always worn
- Prepare monthly and annual budget planning forecasts with Property and Finance colleagues
- Ensure that revenue expenditure is monitored against budget and maintain financial control, taking corrective action as necessary to ensure delivery of a balanced budget at financial year end

JOB DESCRIPTION

CONTINUED

- Highlight cost pressures and unexpected expenditure/overspend and associated costs to senior management
- Carry out benchmarking and review charges for service level agreements from 3rd parties
- Identify and contribute to opportunities in Cost Improvement Programmes (CiPs)
- Responsible for delegated project budgets

Information Resources:

- Uses computerised equipment to create spreadsheets
- Uses ACAD system to view, measure and analyse building plans
- Feasibility studies, estate surveys, option appraisals and post project evaluations form a component of this role. The post holder shall be required to collect complex information from a variety of sources (including legislative and statutory requirements, design and structural guidance, clinical/user preferences, site surveys and financial programmes), analyse, interpret and compare the information, research and develop preferred options or approaches. Each project, audit or survey may differ and therefore this process is by no means repetitive
- Develop and maintain a database which shall store and track information on the Trust's property portfolio including freehold and leasehold interests, licences, tenancy schedules and occupation statistics. Ensure that this database is kept up to date and provide accurate reports, as required. Ensure that the information contained within this database can be presented in several ways including:
 - ERIC reports
 - KPI Reports
 - Bids for future investment
- Ensure that appropriate processes and systems are in place to:
 - Store and retrieve key estate related legal documents
 - Authorise and approve legal transactions promptly
 - Create an audit trail of activities undertaken

Research:

- Regularly undertakes Research activities
- Ensure that all relevant Department of Health publications, guidelines and advisory reports are reviewed, and where necessary action plans are drawn up and submitted for approval
- Ensure that the property teams have sufficient skills and resources in house to research options, develop reports and advise on specialist issues such as:
 - scheme briefs
 - project initiation documents
 - feasibility studies
 - option appraisals
 - space planning studies
 - access plans
 - post project evaluations
 - commissioning plans
 - environmental improvement plans
 - landscaping improvement plans
- Ensure that the Property Team is provided with specialist advice across a wide range of asset planning and development activities
- Support and encourage innovation in the way services are delivered

JOB DESCRIPTION

CONTINUED

Learning and Development:

- Attend mandatory and statutory training updates as required
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of developing your personal development plan
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales
- Maintain own knowledge of best practice and the current evidence base to practice
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service
- At all times, work towards improving the quality of service to the Trust
- Provide leadership and standards of best practice, promoting ethical and professional practice within a multi-disciplinary network

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

JOB DESCRIPTION

CONTINUED

Workplace and Environmental Factors

Physical	<ul style="list-style-type: none"> • Current UK driving licence – post holder is expected to travel between sites as required • Ability to work in construction environment, clinical areas and management areas. • Ability to walk around the whole hospital site carrying light loads. Visiting construction sites, clinical areas and vacant properties • Ability to work at height, to climb a ladder and to work in tight spaces • Bending, kneeling, and crawling to access tight spaces • Ability to move furniture and equipment using appropriate aids • Able to comply with Trust manual handling guidelines with reasonable adjustments • The post holder's work shall require making repetitive movements, on many days, and continuous use of the PC keyboard
Emotional	<ul style="list-style-type: none"> • Resilience to be able to deal with conflict, hostility and challenge • Giving unwelcome news to staff/clients occasionally • Dealing with demanding situations/circumstances and the potential financial, political and reputational consequences of error in the specialist advice provided by the post holder may be challenging • The post holder shall be expected to present sensitive and potentially contentious information to individuals and groups and to respond appropriately where this provokes an emotive response • Requires tact, discretion and calmness when dealing with matters relating to staff, visitors, public forums and patients
Mental	<ul style="list-style-type: none"> • Able to deal with wide range of issues and an unpredictable work pattern • Able to juggle differing aspects of role and prioritise work • Initiative-taking and adaptable, calm and approachable, able to respond to changing situations and work to tight deadlines, redefining priorities • Ability to work under pressure • The post holder shall be required to analyse and interpret statistical information and to develop and present options/alternative courses of action in response • Preparing detailed and complex reports shall be a significant part of the post holder's role. The post holder shall be expected to tailor these appropriately for a range of audiences, including Programme Boards, Trust Board and external stakeholder organisations • The post holder shall be expected to undertake complex calculations – and validate her/his team's calculations – on a regular basis, i.e., most days • The post holder shall produce Outline and Full Business Cases. S/he must therefore be able to produce consistently accurate reports without detailed validation/checking by other members of staff or her/his line manager
Working Conditions	<ul style="list-style-type: none"> • Able to work in busy environments and to deliver deadlines under pressure with competing priorities • To be able to work in isolation much of the time with line manager and senior colleagues based in Brighton and Worthing offices • Extended periods of sitting at a computer, using monitors. Shall sometimes be exposed to dust and dirt and/or unpleasant smells or odours during visits to clinical areas, construction sites and properties • Driving between sites in normal situations

PERSON SPECIFICATION

Requirements	Level required	Level required	How Assessed
	Essential	Desired	Application form (AF) Selection Interview (I) Assessment (A)
Qualifications	<p>Relevant educational and professional knowledge to degree level</p> <p>Significant relevant experience in asset management, property surveying, construction and/or related estate management</p> <p>Specialist knowledge acquired through post graduate courses (e.g., Management, Project management and/or property, commissioning and health care premises)</p>	Additional project management qualification. e.g., Association for Project Management PMQ	AF
Registration	Incorporated level or equivalent membership of a recognised professional institute (e.g., Assoc RICS, RICS, CIOB, CIAT, IHEEM, BIFM, CIBSE)	Full Membership of a recognised professional institute (e.g., RICS, CIOB, CIAT, IHEEM, BIFM, CIBSE)	AF
Knowledge, Training, and Experience	<p>Significant relevant experience which shall include:</p> <ul style="list-style-type: none"> • Property transactions • Project Management • Delivering projects within time/cost/quality frameworks • Negotiation, Change Management and Conflict Resolution • Financial Management • Building surveying • Property Maintenance agreements • Contract Management • Space Utilisation and management • Estate and property management including property transactions • Knowledge of NHS/Public Sector policy and procedure particularly in relation to estate planning and development 	Knowledge of health specific technical standards HTMs, HBNs etc.	AF/I

PERSON SPECIFICATION

	<p>Required to interpret policies and provide specialist advice on any action necessary</p> <p>Working knowledge of technical standards in relevant areas. i.e., Estates code, PFI Agreements, HMG Treasury guidance etc.</p>		
Skills	<p>Excellent communication skills both verbal and written</p> <p>Ability to communicate complex/technical information in a clear and non-threatening manner</p> <p>Ability to present findings to groups and offer reassurance where the meeting may be charged or challenging</p> <p>Ability to reconcile conflicting views where there may be significant barriers to understanding or acceptance</p> <p>Proven ability to deal sensitively but fairly with difficult circumstances</p> <p>Acts as a role model, empowering transparency, inclusivity, honesty and objectivity</p> <p>Developed negotiation & persuasion skills</p> <p>Take a lead on particular issues and attend ad hoc meetings / workshops to represent the interests of the Team</p> <p>An exceptionally clear thinking, confident decision maker, able to quickly absorb and analyse information presented</p> <p>Able to exchange complex technical & project related information with specialists and contractors and to communicate that information with non-specialist user groups</p>	<p>The post holder must be an exceptionally clear thinking, confident decision maker</p> <p>Ability to prepare and utilise technical scale drawings using instrumentation or AutoCad and/or Ability to use surveying tools</p>	AF/I/A
Analytical and Judgement	<p>Ability to review legal documents related to property transactions and offer recommendations to Senior Management Team</p> <p>Ability to produce business cases, reports and documents based on complex facts and information to inform complex, sensitive or contentious issues</p> <p>Ability to understand, interpret and analyse substantial amounts of written and spoken information</p>		AF/I

PERSON SPECIFICATION

	<p>Ability to assimilate and analyse information quickly in challenging or emotive / contentious situations</p> <p>Ability to maintain accurate project records (both paper and electronic) and ensure sound fiscal management of projects</p> <p>Good understanding of hard & soft FM maintenance work, procedures & programmes of work</p> <p>Ability to review and interpret drawings, specifications & programmes of work, and make comments /suggestions to design teams, contractors and end users</p> <p>Excellent critical thinking skills to ensure prompt and effective resolution of matters arising during projects or programmes of work</p>		AF/I
Planning and Organisation	<p>Excellent planning and organisational skills to manage and co-ordinate day-to-day property projects with the appointed contractors, consultants etc., communicating with key stakeholders, clients and other interested parties as part of that process</p> <p>Ability to manage an unpredictable work pattern in for example, planned / unplanned situations; periods of intense concentration; frequent site visits; occasional project emergencies; routine office work and the chairing of meetings</p> <p>Ability to develop and deliver short-, medium- and long-term plans to meet service, business and financial plans</p> <p>Able to deliver agreed objectives against budget and timescale constraints</p> <p>Ability to lead project team meetings and provide reports on progress, including risks, costs and programme on a regular basis with other members of the directorate team</p>		AF/I
Physical Skills	<p>Property staff are required to take part in construction site visits. Full protective clothing/equipment shall be provided</p> <p>Clean driving license and ideally a car owner as sites are located throughout Sussex</p>		AF/I

PERSON SPECIFICATION

<p>Patient/Client Care</p>	<p>Incidental contact with patients</p> <p>Demonstrate the Trust 's "Patient First" programme for transforming hospital services, to ensure that patient care is always the top priority in your existing role</p> <p>Use vision and the ethos of 'Patient First' and other patient-focused programmes to develop a culture within the Team where all members of staff are delivering high quality patient centred clinical and support care as a dynamic and efficient operation</p>		<p>I</p>
<p>Policy and Service Development</p>	<p>Interpret and develop relevant property management policies as required</p> <p>Action relevant Government policies and regulations in the delivery of your role</p> <p>Develop property related business cases and associated papers for approval committees</p> <p>Identify commercial opportunities for property related service developments</p> <p>Use specialist judgement in providing advice to the Property Services Team to balance limited resources whilst maintaining a safe environment for all stakeholders</p>		<p>AF/I</p>
<p>Financial and Physical Development</p>	<p>Proven record of successful planning and programming of service/works covering:</p> <ul style="list-style-type: none"> • Estate & property management • Contract and performance management; Record of co-ordinating capital and revenue budgets • Regularly review the budget statements, identifying and highlighting any anomalies and accounting for any significant variances • Support the delivery and implementation of Cost Improvement Programme elements (CiP's) 		<p>AF/I</p>
<p>Human Resources</p>	<p>Show leadership qualities through demonstration of the Trusts values and behaviours</p> <p>Able to manage change in an appropriate and sensitive manner, recognising the impact that change can have on people</p>		<p>AF/I</p>

PERSON SPECIFICATION

<p>Information Resources</p>	<p>Computer literate in Microsoft (MS) Word, Excel, PowerPoint and Project. Be able to create reports & documents</p> <p>Able to manipulate CAD drawings to retrieve information and analyse data</p> <p>Ability to use surveying tools</p> <p>Use of property databases for property terrier and space management activities</p>	<p>Experience in the use of AutoCAD to create or amend drawings</p>	<p>AF/I</p>
<p>Research Development</p>	<p>Undertake estate condition & dilapidation surveys and produce reports</p> <p>Conduct comprehensive due diligence for property transactions</p> <p>Review good practice within the industry and apply practices within the department where appropriate</p> <p>Maintain industry knowledge in areas of specialism and take appropriate action in line with these</p> <p>Ensure the provision of regular reports to inform the Estates Strategy and Masterplanning project. Use benchmarking, budgetary and other measurement systems to analyse performance and cost-effectiveness, and present results and plans arising from this</p>		<p>AF/I</p>
<p>Behaviours and Attitude</p>	<p>Demonstrate behaviours and attitudes that supports the Trust's Vision of "excellent care every time" by being:</p> <ul style="list-style-type: none"> • Compassion • Communication • Teamwork • Respect • Professionalism • Inclusion 		<p>AF/I</p>

PERSON SPECIFICATION

<p>Personal Qualities and Attributes</p>	<p>Initiative-taking with the ability to respond to changing situations and work to tight deadlines, constantly redefining priorities</p> <p>Resilient and able to deal with challenging situations</p> <p>Ability to influence change and motivate people who are not directly managed</p> <p>The post holder must be able to demonstrate enterprise in developing services which benefit the Trust</p> <p>The post holder must be able to work autonomously and as part of a team</p> <p>Function as a role model for staff throughout the Trusts, empowering transparency, inclusivity, honesty and objectivity</p> <p>Contribute appropriately to Team's work, helping to achieve agreed goals and objectives</p>		<p>I</p>
<p>Other Qualities</p>	<p>Ability to work across all Trust sites and be flexible in working hours to meet the demands of the role</p>		<p>I</p>
<p>Freedom Act</p>	<p>The post holder will have significant freedom to act</p>		

BENEFITS & PACKAGE

UHSussex work in line with NHS Terms and Conditions for Band 8a roles. As an employee in the organisation, you will benefit from:

- Salary - £50,952 to £57,349 per annum depending on experience
- 27 days annual leave, plus Public Holidays, rising to 33 days with service
- Pension - automatic enrolment (with option to opt-out) in the NHS Pension Scheme subject to meeting scheme qualifying criteria
 - Defined benefit, career average revalued earnings, pension
 - Option to exchange some of pension for a lump sum payment
 - Employer contribution of 20.6%, tiered employee contribution rates
 - Options for early retirement or flexible retirement
- Ill-health, life assurance and family benefits
- Possibility of Hybrid Working Pattern
- 37.5 hour working week

UHSussex also offer access to an impressive range of Wellbeing resources, including:

- Mental wellbeing support networks, for example Employee Assistance helplines, Counselling Services and dedicated Staff Lounges
- Physical wellbeing classes, for example mobility resources and the NHS Fitness Studio
- Financial wellbeing, for example car lease, bus pass and Cycle to Work schemes

CONTACT DETAILS

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