

PERSON SPECIFICATION

OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'

Job/Position Title:	Trust Property Manager
Department/Location:	Estates and Facilities
Grade/Band:	Agenda for Change – Band 8B

Criteria for Selection	Essential	Desirable	Measurement Application Form - AF Interview - IN Assessment – AS
Education/Qualifications			AF/IN/AS
1. Master's degree or equivalent experience.	✓		
2. Professionally qualified in building or engineering surveyor related discipline (to RICS, CIOB or similar) or can demonstrate equivalent experience through formal vocational training.	✓		
3. Able to evidence continued professional development and post graduate study to Masters level or equivalent.	✓		
4. Member of relevant professional institute to Chartered status or able to demonstrate experience and knowledge to an equivalent standard.	✓		
5. Extensive experience in property management related senior management role	✓		
6. Extensive experience in managing major capital projects and maintenance contracts.	✓		
7. Extensive experience in management of property portfolios including leases, acquisitions and disposals.	✓		
8. Qualification in Project Management to PRINCE 2 Practitioner level or equivalent.	✓	✓	
9. Experience of working in the NHS in an Estates management role.		✓	
10. Diploma in Management Studies.		✓	
11. Chartered Surveyor (RICS)		✓	
12. Member of IHEEM or equivalent		✓	

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Knowledge			AF/IN/AS
1. Extensive technical knowledge of all property related issues including, building structures, planning, statutory compliance, conveyancing, leases and other tenure matters.	✓		
2. Sound understanding of Corporate and Directorate financial control, budget structures, budget management, Property Law Act. Significant experience of managing complex property transactions.	✓		
3. Sound understanding of Corporate and Directorate financial control, budget structures, budget management, budget setting, recharging mechanisms, taxation, capital and revenue definitions, capital charges, depreciation, life cycle costs, business rates.	✓		
4. Extensive technical knowledge of property related legislation i.e. Landlord and Tenant Act, Property Law Act	✓		
5. Five years' experience of managing complex property transactions	✓		
6. Detailed understanding of health care operational environments including clinical service models, clinical and non clinical risk, patient focus, customer service, best practice service delivery and service redesign.	✓		
7. Detailed understanding of legislation relating to estates and facilities	✓		
8. Knowledge of strategic and operational planning techniques including option appraisals, feasibility studies, horizon scanning, business budget setting, recharging mechanisms, taxation, capital and revenue definitions, capital charges, depreciation, life cycle costs, business rates.	✓		
9. Extensive technical knowledge of property	✓		
10. Related legislation i.e. Landlord and Tenant, case preparation, service modelling, NHS modernisation and the changing culture, structure, function and values of the NHS and its interrelationship with other agencies.	✓		
11. Knowledge and understanding of the impact of change and best practice in change management	✓		
Skills/Experience			AF/IN/AS
1. Literate in IT/Computer Skills	✓		
2. Good oral communication skills based on fluency on the English language	✓		
3. Able to effectively prioritise own workload and that of others	✓		
4. Able to delegate effectively	✓		

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<ul style="list-style-type: none"> 5. Strong operational and strategic planning skills 6. Confident and effective communication with advanced verbal and written skills 7. Able to clearly present highly complex information to a variety of audiences including Directors, other professional groups and on occasions members of the public. 8. Effective negotiating skills, high level of diplomacy and political awareness 9. Able to provide strong professional leadership to a multi-disciplinary team across a varied estates portfolio. 10. Able to manage high value staff and non-pay budgets in excess of £3 million pounds 11. Able to deliver complex multi-faceted projects within time, on budget and to required quality and safety standards 12. Able to make difficult decisions when faced with multi-stranded and conflicting highly complex data 13. Able to produce high quality reports with recommendations based on complex data analysis and within tight timescales. 14. The post holder will be able to deliver all work outputs to a high quality commensurate with professional status. 15. Able to make sound judgements based on analysis of technical appraisals, feasibility studies, technical reports and other estates data. 16. Able to conduct effective management of complaints, incidents and service considerations including detailed investigations. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 		
Personal Qualities <ul style="list-style-type: none"> 1. Able to deal effectively with occasional exposure to highly distressing or emotional circumstances including delivering unwelcome news to staff, resolving conflict and dealing with challenging behaviour. 2. Emotionally resilient to competing demands within the organisation and local health economy. 3. Commitment to equal opportunities. 4. Commitment to providing improvement to services for patients 5. Commitment to providing high quality customer focused services. 6. Able to relate and adapt to the perspective of others. 7. Professionally credible, confident in dealing with clinicians and clinical senior management staff and Trust Directors. 8. Calm and rationale approach to situations where conflict is likely. 9. Clarity of thought and articulate in the presentation of ideas. 10. Commitment to own personal development 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 		AF/IN/AS

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11. Proven ability to achieve targets and objectives within a demanding and pressured environment against challenging deadlines. 12. Well developed leadership and motivational skills to facilitate working within and leading a large team. Proven ability to manage large groups of staff and implement human resources strategies, ability to empower, coach and support staff. 13. Able to influence and engage people in different settings. Able to build effective working relationships at all levels with internal and external stakeholders. 14. Ability to provide strategic direction and leadership within the Directorate. 15. Able to effectively prioritise and multi-task and continue to function to a high standard when under pressure. 16. Ability to travel across Trust sites.	✓ ✓ ✓ ✓ ✓		
Additional Qualities 1. Fitness Analysis as appropriate. 2. Competent key board skills enabling the production of reports, presentations, diagram, correspondence, spread sheets and other standard documents.	✓ ✓		AF/IN/AS
Corporate <ul style="list-style-type: none"> Full UK Drivers Licence Ability to Travel across Trust sites as required 	✓ ✓		AF/IN/AS