

Job Title:	Estates Project Coordinator (BSW Community Services) Band 5.
Reports to (job title):	Head of Estates – BSW Communities
Line Manager to:	N/A

Job purpose

Reporting to the Head of Estates in this interesting and varied role, you will be supporting estates and property improvement plans relating to space performance, condition and redevelopment as well as transformation of estates and property offerings engaging with key stakeholders and colleagues across the organisation to develop effective programmes of change, detailed project plans as well as programme tracking and monitor progress against HCRG Care Group's key priorities and objectives across the BSW region. The post holder will support the Head of Estates by co-ordinating projects and working with a wide range of stakeholders to achieve agreed objectives.

Within this role you will be:

- Managing critical liaison with NHS Property Services (NHSPS) in relation to major and minor programmes of works ensuring that project coordination effectively delivered in HCRG Care Group, our service users, patients and colleagues' interest within our core clinical and non-clinical estate, and is appropriately planned and managed throughout and programmes and schedules to provide a comfortable and safe environment with minimal disruption for inpatients and out-patients service users and colleagues.
- Coordination of the BSW Transformation and Estates Strategy projects working in partnership with the Head of Estates to successfully implement strategies and innovative solutions to deliver the required ICBC contract outcomes within the required timeline, ensuring efficient and effective use of space, including but not limited to working with and guiding the BSW Property & Facilities Managers for the delivery and realisation of transformation project workstream outputs in relation to space reprovision, change mobilisations, exits and relocations.
- Supporting the delivery of the organisations and System's Green plan and Sustainability projects across designated estate for items within the property specific context including engagement with landlord to understand and influence their sustainability plans, actions and data provision.
- Building and maintaining strong relationships with internal and external stakeholders, including service leads, contractors, landlords and partner organisations, promoting and maintaining customer excellence at all times.
- Deputising for other estates and property management colleagues, when required.

Base

This is a hybrid role where you will manage your schedule of movements to accommodate stakeholder engagement and site visits across the region, with agile office access, as well as administration and project development time that can be completed on site or remotely to ensure timely completion of tasks and to required deadlines.

Key responsibilities

- Responsible for the production and maintenance of timely and accurate project documentation including project plans, risks and issues logs, performance reports and benefits plans.
- Implementing and executing project plans working with a wide range of stakeholders to achieve the agreed outcome.
- Organise project meetings and engagement workshops. This includes co-ordinating agendas and papers, taking and distributing complex minutes, producing action logs and contributing to papers.
- Supporting the BSW estates and property team in developing and implementing plans and adopting a project management methodology in order to plan project structure.
- Provide supporting information for performance and Board reports.
- Undertake a range of analysis and review of monitoring and performance data from a variety of sources to identify potential areas to explore as requested.
- Identify and escalate to the Head of Estates if a project deviates from plans and make suggestions for how it might be brought back to plan.
- Ensure that projects are aligned to meet all health & safety requirements in conjunction with our National Health & Safety teams as well as regional Quality & Safety teams and remain compliant with all current legislation.
- To support the representation of the estates team in management, project group, committee, and partnership meetings as required.
- To complete all organisation provided statutory and mandatory training in line with company policy.
- Supporting the estates team and business unit by carrying out any further project related duties discharged by or agreed by the Head of Estates, Regional Director and Head of Group Property.

Person Specification

Essential

- At least 3 years' experience working in health care estates & property project management.
- High proficiency in Microsoft Outlook, Word, Excel, PowerPoint, and project management tools.
- Working knowledge of the Health and Safety at Work act.
- Experience of managing projects and deliver required objectives in line with deadlines set.
- Excellent communication, presentation and inter-personal skills and ability to liaise with people, building effective relationships at all levels
- Exceptional planning skills – ability to plan complex activities involving a range of departments.
- Ability to work both proactively but also able to respond to changes in demands and workload.
- Good business acumen and commercial understanding.

Desirable

- Healthcare environment, or other relevant public sector experience.
- AgilePM, PRINCE2 or equivalent accredited qualification / membership.
- Degree level qualification.
- Previous experience of involvement in NHS project work.
- Quality Improvement training or experience

Demonstratable Skills & qualities:

- Strong interpersonal and relationship building.
- Teamwork and leadership.
- Practical, innovative, and solutions oriented.
- Procurement & negotiation.
- Ability to successfully multitask and effectively manage time in an environment of changing priorities.
- Confident decision making.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the [Records Management: NHS Code of Practice](#), [NHS Constitution](#) and [HSCIC Code of Practice on Confidential Information](#) and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets

- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Employee signature

Manager signature
