

Job Title:	Project Manager
Reports to:	Senior Project Manager
Line Manager to: (give job titles and numbers only)	N/A
Hours & Location:	37.5 hours per week, London

## Job Description:

London based Building Surveyor or Project Manager to assist/work alongside the gbp Consult team who are embedded with the North Central London Integrated Care System (ICS) providing estate services. Part of the role would involve working with them to deliver feasibility studies / options appraisals and develop scopes of work, with the support and input of design consultants where necessary.

In addition, lead the project management / delivery of Capital works (new builds / refurbishments / reconfigurations) to existing NHS Property Services / GP estate etc and Variations to the existing NHS LIFT estate in the four LIFTCos in London and the Southeast that gbp manage:

- Camden & Islington Estates Partnership
- North London Estate Partnerships
- Barking, Dagenham & Havering Community Ventures
- Prydium Limited (SE Essex)

## Knowledge, Skills, Experience and Qualifications Required:

### Essential

- Relevant project management / building surveying technical qualification.
- Minimum 5-years' experience working in a Project Management or Building Surveying environment with demonstrable successes.
- Excellent project management / delivery skills with a good track record of successful projects.
- Commercial, contractual and business acumen in shaping projects, fee proposals, negotiating contracts and managing risk.
- Ability to work at both strategic and operational levels.
- Negotiating and influencing skills.
- Ability to quickly assess if a project has the opportunity to be successfully delivered by gbp / LIFTCo (or gbp Develop as appropriate)
- Experience of managing and working in a multi-disciplinary team.
- Excellent written and verbal communications skills and high level of accuracy.
- Confident financial management skills and ability to budget, negotiate and monitor.
- Good IT skills (Microsoft Office, Word, PowerPoint, Excel).
- Ability to work on own initiative and prioritise workload to meet deadlines.
- Self-confidence and a self-starter.
- Ability to develop effective working relationships.
- Ability to remain calm under pressure and show tact, diplomacy and flexibility at all times.
- Good people and communication skills.
- Ability to set, monitor and achieve target goals.
- Driving Licence.

### Desirable

- Member of a relevant professional organisation.
- Experience of working on estates development and/or capital works projects in the NHS / primary care sector
- Awareness of NHS strategy and policy.
- Good grasp of the policy context for health service modernisation.
- Knowledge of the operation of primary care.
- Knowledge of GP market.
- Experience and knowledge of PFI/PPP and LIFT legal and contractual frameworks.
- Understanding of public sector estates issues and requirements.
- Assertive.
- Sense of humour.
- Local knowledge.
- Prince 2 trained.
- Familiarity with project management software.
- Skill and experience in creating and presenting proposals.
- Marketing experience.

## Key Internal and External Clients:

LIFTCo Boards  
Community Health Partnerships (CHP)  
NHS Property Services (NHSPS)  
Local NHS Integrated Care Systems (ICS)

## Other Considerations: (i.e., required to travel)

*There is a requirement to travel to wherever the projects take place, and a flexible attitude is essential in respect of:*

- *Travel to wherever contracts and meetings are taking place.*
- *Ability to work overtime where necessary; and*

- *Duties to be undertaken on a project*

#### Key Responsibilities:

- Selection, appointment and management of design, technical and legal consultants, and construction contractors (as required)
- Work with colleagues in gbp Consult in their embedded ICS Estates role to deliver feasibility studies / options appraisals and develop scopes of work, with the support and input of design and technical consultants where necessary.
- Lead the project management / delivery of Capital works (new builds / refurbishments / reconfigurations)
- Lead the project management / delivery of Variations to the existing LIFTCo estate (working alongside CHP [as Head Tenant], the gbp Estates Manager, incumbent Facilities Management Provider, LIFTCo Board, Legal Adviser and Funders)
- Work alongside any appointed Contract Administrator / Employer's Agent to monitor the progress of construction works on site