

## Job Description

- Job Title:** Senior Project Manager - Programme and Project Management
- Reports to:** Associate - Programme and Project Management
- Responsible for:** Delivery of professional and project management services as a leading edge offering to external clients, including NHS organisations and private sector clients both within the UK and overseas.

### Essentia Trading

Essentia Trading Ltd is a limited liability private company which is wholly owned by Guy's and St Thomas' NHS Foundation Trust through its commercial ventures holding company GST Enterprises. Essentia is a specialist consultancy that helps public and private sector organisations maximise the value of their built assets; making them more efficient, connected and ready to embrace the future.

We help clients to transform their built environment to meet both short and long-term objectives. We offer an integrated team covering healthcare planning, property, capital development, sustainability and technology. Essentia has a unique knowledge bank gained from our work in health, science and higher education. Combined with the diverse experience and skills of our team, we are well-equipped to deliver strategies across public and private sector organisations.

We are comprised of over 70 experts, with offices in London and Oxford.

### Key relationships:

#### Internal:

- Director and Deputy Directors of Capital Development
- Associate, Programme and Project Management
- Programme and Project Management Team
- Commercial Director, Essentia Trading
- Capital Development Team
- Essentia Trading Team
- GSTT Essentia Team

#### External:

- NHS Trusts
- Higher Education Institutions
- Public sector research councils and other affiliated scientific bodies
- Private Sector Clients
- International Clients
- Commissioners
- Project and Programme Teams
- Other Stakeholders
- Design teams and contractors

## **Job Summary**

The Senior Project Manager, Programme and Project is a new post within the Essentia Trading Capital Development Team which currently has three service lines:

- Programme and Project Management
- Cost Management
- Management Consulting

In conjunction with the Associate Director of Programme and Project Management and others, the Senior Project Manager will support ETL in achieving the overall business plan to grow and develop programme and project management as a leading edge offering to external clients, including NHS organisations and private sector clients both within the UK and overseas.

The post holder will be responsible for the service delivery and performance of a number of projects of varying breadth and scope, leading and managing those projects and also working as part of a team on major commissions. Additionally, the role will be expected to build follow on new business with clients and identify new business opportunities.

The post holder will be expected to hold and achieve annual performance targets.

The role is full-time client facing, and the post holder will be expected to work within the programme and project management team in developing programme and project management expertise, processes and procedures to ensure a quality assured service delivery. The role also includes contributing and providing support in delivering presentations for new business opportunities.

## **Key Responsibilities**

- **Account Management**
  - Manage the successful programme and project management delivery on a number of projects of varying size and complexity, and where appropriate support the Associate and Service Line Lead in all aspects of client care, including obtaining client feedback on performance and service delivery at key stages through each commission.
- **Service Management**
  - Provide programme and project management services to support and enhance the effective delivery of all Essentia services (at all stages of the asset management cycle)
  - Undertake and lead the delivery of a range of commissions and provide support on other commissions
  - Act as the key point of contact for clients and teams related to these commissions
  - Work as part of the Programme and Project Management Team in developing processes and procedures to provide a quality assured service for clients
  - Support new business development and bid and tender preparation

- Support the development of quality assurance in processes and procedures for the service line
  - Develop client relationships to secure repeat business commissions and new business opportunities
- **Team Management**
    - Assist in the development and management of a high performing specialist team of consultants
    - Responsible for providing leadership to junior staff including assistants, graduates, trainees and project support staff.
- **Financial Management**
    - Support the Associate, Programme and Project Management, to manage the profit and loss of a portfolio of projects
    - Achieve against project financial targets
    - Assist with client negotiations and commercial development as required

### **Duties and Responsibilities**

The following duties and responsibilities cover the full lifecycle of programme and project delivery – from Strategic Case through to post occupancy, at a programme and project level:

- Provide a full range of programme and project management services relating to major capital development programmes as well as individual projects to a variety of clients;
- Ensure that Value and Risk Management techniques are applied at the outset of a programme or project in conjunction with the Management Consulting Team where appropriate, and developing a culture of risk and value awareness and management within programme and project delivery teams;
- Support all Company service lines in promotion and selling of integrated ‘solutions’ (comprising multi-disciplinary inputs) to client organisations;
- Implement an approach to service delivery that focuses on Benefits Realisation at an affordable cost to the client organisation;
- Support the development, training and motivation of staff in the Programme and Project Management Team to ensure they deliver the highest standards both individually and as a team, so as to achieve the quality standards in line with Company objectives, ensuring that team utilisation rates perform against target;
- Support in the development and improvement of current and new systems and processes to enhance programme and project delivery and provide best practice capabilities, including achieving relevant quality assurance accreditation;
- Be responsible with Associate, Programme and Project Management and service line lead for managing the profit and loss and financial performance on own projects,

analysing performance against budget and income targets and monitoring efficiency of others on own projects;

- Be accountable to the Associate, Programme and Project management for the service performance of commissions and client satisfaction with outcomes against agreed scope/specifications;
- Support the Directors and the Business Development Team in identifying and proactively pursuing business opportunities, building the pipeline;
- Assist in the preparation of tenders including bid documentation;
- Support the Associate, Programme and Project management in client relationship management for individual clients focussed on securing maximum repeat business commissions and the identification of new business opportunities;
- Ensure the use of best practice. Proactively monitor progress to ensure that all commissions are managed in line with company values, standing financial instructions, and processes, and in compliance with appropriate legislation, statutory approvals and mandatory standards;
- Comply with commission execution plans, ensuring they are updated as appropriate, throughout the commission. Ensure that effective communication continues throughout the life of the commission;
- Undertake regular one to one review meetings with designated junior staff, providing coaching and support as required. Identify training needs, including ensuring that inductions and mandatory training courses are completed and that personal development plans are in place. Identify to the Associate, Programme and Project management any performance issues to ensure they are dealt with in an appropriate and timely manner. Undertake designated junior staff appraisals on an annual basis, with six monthly reviews;
- Managing small teams as and when required within commercial targets including resource palling and communication;
- Ensure that a professional and open culture prevails at all times.

### **Personal development**

- Participate in the performance and planning review cycle (PPR) to achieve personal objectives, demonstrate the Company values and behaviours and follow a personal development plan.

### **Recruitment Data Protection**

Essentia Trading Limited (“we” or “us”) handles personal data about you when you apply to work for us, whether as a permanent, or temporary employee or as a contractor or consultant. The information you provide is protected by data protection law, in the UK this is General Data Protection Regulation (“GDPR”). Further information regarding how

we process and control your data can be found in our Recruitment Privacy Notice located on <https://www.essentia.uk.com/recruitment-data-privacy-notice/>

## Person Specification

### Senior Project Manager - Programme and Project Management

	<b>ESSENTIAL</b>	<b>A/I/T*</b>	<b>DESIRABLE</b>	<b>A/I/T*</b>
<b>Qualifications/ Education</b>	Professional qualification in service delivery related subject, educated to a Master's Degree or equivalent level in a relevant field or with equivalent experience in a construction role	<b>A</b>	Project Management qualification e.g. PRINCE2	<b>A</b>
	Full membership of a chartered institute in the construction industry (e.g. RICS, CIBSE, CIOB, or MICE)	<b>A</b>		
	Evidence of recent Continuing Professional Development	<b>A</b>		
<b>Previous experience</b>	Significant experience as a Senior Project Manager gained in programme and project environments, successfully delivering high value (£5-50million) and complex construction projects and change management programmes	<b>A/I</b>	Experience in the management of complex construction projects in healthcare, science & education sectors, both new build and refurbish, including meeting the needs and requirements of large and complex estates	<b>A/I</b>
	Experience of line managing more junior project managers in the successful delivery of construction projects	<b>A/I</b>	Experience of managing the procurement and integration of major medical equipment in a healthcare environment	<b>A/I</b>
	Supporting the delivery of integrated solutions to programme and project situations	<b>A/I</b>	Experience of managing the operational commissioning phase of complex projects	<b>A/I</b>
	Track record of supporting business cases at SOC, OBC and FBC stages	<b>A/I</b>	Experience of managing user group and stakeholder engagement	<b>A/I</b>
	Demonstrable track record of delivering innovation and successful outcomes	<b>A/I</b>	Experience of NEC3 contract administration of complex projects	<b>A/I</b>
	Experience of presenting at Programme and Project Board meetings	<b>A/I</b>		

	Previous experience of successfully managing junior staff	<b>A/I</b>		
	Track record of successful project budgetary management and achievement of financial targets at a project level	<b>A/I</b>		
	Demonstrable experience of project delivery utilising common procurement methods and contract strategies (e.g. NEC3 contract or ProCure 21+ framework or similar)	<b>A/I</b>		
	Experience of delivering in accordance with industry delivery best practice, such as the NHS Capital Investment Manual, RIBA Plan of Work, OGC Gateways	<b>A/I</b>		

<b>Skills/ Knowledge/ Ability</b>	In depth knowledge of programme and project management methodologies and techniques	<b>A/I</b>	An understanding of VAT reclaim procedures for NHS capital projects	<b>I</b>
	In depth technical knowledge of statutory requirements associated with capital construction schemes including mechanical and electrical services requirements, planning approvals, building regulations, health and safety, sustainability and environmental legislation, and legislation relating to patient and public involvement	<b>A/I</b>	Working knowledge and understanding of health and social care policy	<b>I</b>
	In depth knowledge of construction contract management including standard forms of contract and procurement options	<b>A/I</b>		
	Good working knowledge of the public sector, including technical knowledge and understanding the requirements of healthcare, life sciences or higher education	<b>A/I</b>		
	Understanding of capital and procurement protocols, applicable to the NHS	<b>T</b>		
	Excellent communication, facilitation organisational and written skills	<b>T</b>		
	Client account management and relationship development skills	<b>T</b>		
	High levels of adaptability to respond to a SME (small medium sized enterprise) environment	<b>I</b>		
	Politically astute and able to deal with a range project situations	<b>T</b>		
	Excellent IT skills including use of MS Excel, MS Word and MS Project and project extranets	<b>A/I</b>		
In depth knowledge and skill in drafting PID's and PEP's including incorporating BIM Level 2	<b>A/I</b>			

	<p>requirements</p> <p>In depth knowledge and skill in tendering and appointing design teams and other consultants</p> <p>Demonstrates excellent market knowledge of relevant areas and sectors</p> <p>Customer orientated outlook; focused on delivering maximum benefit at 'best value'</p> <p>Ability to focus on identifying solutions and positive outcomes for clients</p> <p>Business development – ability to identify and communicate leads to senior managers</p> <p>Excellent junior staff management skills including motivating and coaching and managing capability</p> <p>Ability to lead design, project and client teams on schemes of significant capital value</p> <p>Ability to present and discuss complex financial, time, construction and contract related information</p>	<p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>I</b></p> <p><b>I</b></p> <p><b>A/I</b></p> <p><b>I/T</b></p> <p><b>I/T</b></p>		
<b>Personal</b>	<p>Ability to work within a team context and manage self and others</p> <p>Personal drive to work efficiently under pressure to meet deadlines and maximise profitability</p> <p>Willingness to travel and work flexibly to meet client and project needs</p> <p>Focus on identifying opportunities for business growth and conversion to commissions</p> <p>Excellent organisational, planning</p>	<p><b>T/I</b></p> <p><b>T/I</b></p> <p><b>I</b></p> <p><b>T/I</b></p>	<p>An energetic and motivated individual with natural drive and a flair for innovation</p> <p>A pro-active 'solution' focused individual who asks questions, listens to answers, defines the challenge and implements change</p> <p>Demonstrable attention to detail, well organised and can operate successfully under broad supervision</p>	<p><b>I</b></p> <p><b>I</b></p> <p><b>I</b></p>

	and time management skills	T		
	Able to develop good working relationships with all key internal and external stakeholders	I		
	Analytical skills to develop, read and interpret complex information for others	T		
	Team player with ability to motivate others	T		
	Professional in approach, outward looking and confident	I		
	Diplomatic	I		
	A can-do attitude, focused on delivery	I		

**Key:**

A – Application/CV

T – Test/Assessment/Presentation

I – Interview