

**NHS NATIONAL SERVICES SCOTLAND**

# JOB DESCRIPTION

|  |  |
| --- | --- |
| **1. JOB DETAILS** | |
| Job Title | Estates & Asset Management Advisor |
| Immediate Senior Officer/ Line Manager | Head of Digital Estate and Asset Management |
| Department | Facilities |
| SBU | Procurement, Commissioning & Facilities (PCF) |
| Location | Meridian Court, Glasgow |
| CAJE Reference | NPPRCFSG532 |
|  | |
| **2. JOB PURPOSE** | |
| The post holder will support the Head of Digital Estate and Asset Management in delivering the Estates and Asset Management agenda as directed by the Scottish Government, Scottish Property Advisory Group and subgroups e.g. Asset Management & Capital Planning Programme Board, NHSScotland Property Transactions Group, the National Primary Care (GP) Premises Group and the Digital Estate Group.  This role will involve planning, organising, co-ordinating and/or taking forward a number of nationally important initiatives related to complex asset management information, estate investment planning, and policy / strategy implementation.  This role will further involve:   * Providing advice, guidance and direct support on a broad range of complex property and asset management related issues to the NHS in Scotland, all Health Boards, Scottish Government, and the National Infrastructure Board. * Supporting and providing teaching / training to NHSScotland Boards on various initiatives including six facet property appraisal and survey programmes, implementation and consistent use of the Estates & Asset Management System, property performance reporting, and support in the use of the Capital Planning System and Assure Information Management System. * Ensuring compliance and implementation by the NHS of property and asset management policy, procedures, strategy and best practice; and providing advice on any further actions or improvements needed. | |

|  |
| --- |
| **3. DIMENSIONS** |
| The Estates & Asset Management Advisor function will involve working within a small team with corporate responsibility for the national six facet property appraisal and survey programme, the Estates & Asset Management System (EAMS), the Capital Planning System (CPS), and the Assure Information Management System (AIMS) (Common Data Environment) among a range of other NHSScotland Asset Management activity.  Budgetary responsibilities will include contributing to the setting and monitoring of the asset management budget for the department, including delegated responsibility for managing the allocation of funds to the national NHS property survey programme and payments to software contractors, and other consultancy appointments.  The post holder primarily will be based in Glasgow / Edinburgh but will be required to travel throughout Scotland, or occasionally the wider UK, in the course of the duties involved. A flexible approach to working would be considered (e.g. hybrid working). |

|  |
| --- |
| **4. ORGANISATIONAL CHART**  Director of NHS Scotland Assure  Assistant Director  Engineering, Environment and Decontamination  Assistant Director  Facilities Management  Assistant Director  Facilities Services  Assistant Director  Property & Capital Planning  Head of PPP Programmes / PPP Lead Advisor  Head of Operations - Equipping  Head of Architecture and Design  Capital Projects Manager  Head of Digital Estate and Asset Management  Asset Management Policy Advisor  Project Support Officer  Project Manager  **Estates & Asset Management Advisor (This Post)** (4 No)  National Infrastructure Board Estate Advisor  \* The Digital Estate & Asset Management Team comprises the Head of Digital Estate and Asset Management, 4 No. Estates & Asset Management Advisors (including this post), 1 No. National Infrastructure Board Estate Advisor, 1 No. Project Manager and 1 No. Project Support Officer. |

|  |
| --- |
| **5. ROLE OF THE DEPARTMENT** |
| Facilities Services Directorate  The Facilities Services Directorate of the Procurement, Commissioning and Facilities (PCF) Strategic Business Unit (SBU) provides strategic and operational support and guidance to NHSScotland healthcare bodies and Scottish Government on asset and facilities topics. It plays a key national role in the development and publication of national policies, standards, strategies and technical guidance in the areas of property and capital planning, engineering, sustainability, decontamination, and facilities services.  Health Facilities Scotland (HFS) is part of the PCF Strategic Business Unit within NHS National Services Scotland (NSS). [NHS Scotland Assure](#) was launched on 1st June 2021 which forms part of NHS National Services Scotland (NSS) Board. NHS Scotland Assure exists to improve how we manage risk in the healthcare built environment across Scotland. It encompasses some of the existing services provided by Health Facilities Scotland (HFS) and Antimicrobial Resistance and Healthcare Associated Infection (ARHAI) in addition to the new services offered by Assure. |

|  |
| --- |
| **6. KEY RESULT AREAS** |
| 1. Support NHS Boards with various initiatives including six facet property appraisal and survey programmes, implementation and consistent use of the Estates & Asset Management System, property performance reporting, and support in the use of the Capital Planning System. Ensuring consistency of data recorded as defined in the Property Appraisal Manual. Support Boards in use of the Assure Information Management System (AIMS). 2. Acting as Project Manager to take forward and deliver nationally important property and asset management policy, strategy or best practice initiatives; and providing expert advice, guidance or direct support to NHS Boards, Scottish Government or the National Infrastructure Board to ensure consistency of compliance across NHSScotland. 3. Procurement and contract management of various activities including survey programmes, consultancy appointments, and I.T / Software contracts. 4. Supporting the development and implementation of a national strategy for long term infrastructure investment i.e. the next 20-30 years and beyond. 5. Supporting the Head of Digital Estate and Asset Management and Asset Management Policy Advisor in the production of the annual State of NHSScotland Assets and Facilities Report; this is presented to the Scottish Government Health Directorate and published through the Cabinet Secretary’s office. 6. Gathering complex and potentially contentious infrastructure (property, medical equipment, fleet & IM&T) related information from across all NHS Boards, undertaking detailed and often complex analysis of this information, and then presenting findings back to NHS Boards and to more senior executive level individuals and groups. This information may lead to important decisions being made on infrastructure improvement and investment needs across the NHS. 7. Providing teaching and/or training to all NHS Boards on the Estate Asset Management System (EAMS), the Capital Planning System (CPS), the Assure Information Management System (AIMS) NHS Boards’ Property & Asset Management Strategies, or any other related property or asset management policy, strategy or guidance. 8. Support the Head of Digital Estate and Asset Management with the Estates and Asset Management agenda as directed by the Scottish Property Advisory Group and Asset Management & Capital Planning Programme Board. 9. Support to the Head of Digital Estate and Asset Management on a range of activities, including deputising for the Head of Digital Estate and Asset Management as necessary. 10. Provide support to Boards in identifying and implementing efficiency opportunities in relation to property transactions including leases, disposals, acquisitions, and support with development issues. Taking forward and facilitating groups, projects and initiatives in relation to these areas. 11. Maintaining the existing EAMS, CPS and AIMS systems and adapting / designing new systems to meet the needs of this role. 12. Carrying out research or development work to investigate new opportunities for improving national property & asset management arrangements. 13. Act as the point of contact for NHS Boards in Scotland on all matters relating to property information gathering e.g. Condition Surveys, Functional Suitability, and Space Utilisation, and provide advice and assistance to NHS organisations in the development of property strategies. 14. Maintaining on behalf of the Head of Digital Estate and Asset Management, various risk registers including the Asset Management and Capital Planning Programme Board risk register, including monitoring actions which are reported on, discussed and updated at each meeting. |

|  |
| --- |
| 7. ASSIGNMENT AND REVIEW OF WORK  Work will be assigned and measured by the Head of Digital Estate and Asset Management. The post holder is expected to prioritise and manage their own workload in accordance with the objectives and timescales of the agreed objectives. The post holder will be an important, core member of the team and must demonstrate considerable initiative.  The post holder will then have the freedom to decide the best approach to achieving the appropriate principles, objectives, policies and assigned work within the key result areas. The post holder will need to display effective decision making and problem solving skills; along with planning and analytical skills of the highest order, to ensure appropriate, timely, consistent and robust responses are made to information requests from Scottish Government, NHS Boards, and the National Infrastructure Board. |
|
|  |
| **8. COMMUNICATIONS AND WORKING RELATIONSHIPS** |
| The post involves gathering and reporting on often complex and potentially contentious infrastructure related information where co-operation across all NHS Boards is needed and will therefore need developed persuasive, motivational, negotiating, training, empathic, or re-assurance skills. It also needs presentation skills of the highest order to enable information to be disseminated to estate professionals across NHSScotland and to very senior executive level individuals.  Scottish Government and NHSScotland Board stakeholders will need to rely on the information and advice presented in order for them to confidently make national decisions on infrastructure matters; therefore, the post holder will need to form trusted and reliable working relationships with senior executive members from across the NHS and Scottish Government. This role will also be pivotal in making sure that Scottish Government policy is clearly and effectively communicated and managed to ensure appropriate implementation and response across NHSScotland.  The post holder must therefore be able to demonstrate excellent communication and interpersonal skills through oral, written and visual means, which may involve issues requiring sensitivity and understanding of the political nature of the NHS. |

|  |
| --- |
|  |
| **9. MOST CHALLENGING PART OF THE JOB** |
| The post holder is required to interact with and influence a wide range of stakeholders across a number of NHS Boards at senior and middle management levels to disseminate complex information and advice, and also to elicit information in a timely manner to enable important, national decisions to be made. This will entail the deployment of effective interpersonal, negotiating, communication and influencing skills. Success will be dependent on the effective use of these skills. |

|  |
| --- |
| 10. Systems  A high level of competence is expected in the use of IT systems to meet the requirements of the post. This will include routine use of Microsoft Office (MS) software for e-mail, correspondence, report writing and presentations e.g. Microsoft Word, Excel, PowerPoint, Outlook etc.  The post holder will be expected to be part of the team who oversee the maintenance and development of corporate property information systems such as the Estate Asset Management System, the Capital Planning System and the Assure Information Management System - all of which are bespoke property asset management databases and interrogation systems.  The post holder will also be required to interrogate, adapt, design and/or expand similar information systems to be able to retrieve technical information on property, medical equipment, fleet, IM&T infrastructure, facilities management and statutory compliance data for the National Infrastructure Board, Scottish Government and/or NHS Boards.  This data type is complex and substantial and may need further analysis in order to elicit the required messages and key information. |
|  |
| 11. WORKING ENVIRONMENT AND EFFORT  **Physical Effort** |
| Sitting, standing, walking – light physical effort  Regular requirement to use road transportation / travel to different parts of Scotland, live building site visits are possible but rare, and use of VDU’s more or less continuously when in the office.  Frequent remote / agile working may involve carrying and operating laptop, mobile device, and materials for meetings and training/teaching events.  Mental Effort  High levels of concentration are required for all aspects of this role - including planning, facilitation, data analysis, co-ordinating meetings, achieving deadlines, work prioritisation, responding to ad hoc information requests, report writing, etc. Changing from one activity to another will be common, as are interruptions.  Regularly dealing with information that is inherently complex, diverse and potentially contentious.  Emotional Effort  Exposure to distressing or emotional situations is rare, except for the occasional need to robustly defend your opinion to those with potentially opposing views. |

|  |
| --- |
| **12. WORKING ENVIRONMENTAL / CONDITIONS & MACHINERY AND EQUIPMENT** |
| Working Conditions:  A frequent daily requirement for sitting / inputting at a computer / laptop and thus also frequent use of VDU screens for a significant part of the working day.  Use of Machinery and Equipment:   * Laptops & Desktops- everyday use * Projectors - communications sessions / presentations * Photocopiers - everyday use * Telephones - everyday use * Printers - everyday use * Specialist meeting equipment including teleconference equipment. |
|  |
| **13. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST** |
| Professional estates knowledge acquired through an academic Degree and related professional qualification, or equivalent, and highly developed specialist knowledge across a range of estate related procedures and practices acquired through pro-actively working alongside more experienced colleagues and regularly acquiring continual development through formal courses.  Experience of the following management functions is also required:   * Presenting to large groups, a range of stakeholders, and often more senior individuals. * Managing the co-ordination of multi-stakeholder meetings whilst adhering to formal governance arrangements and arranging dissemination of papers in an orderly and timely manner. * Evaluating current practice and performance, and then implementing changes to affect service improvement. * Gathering complex property & asset management information, carrying out the appropriate analysis, and communicating the findings in a range of oral, written, and visual means. * Providing teaching and training on infrastructure based policy or strategy implementation. * Managing the financial accountability / delegated budget for individual projects or programmes. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **14. JOB DESCRIPTION AGREEMENT** | | | | | |
| A separate job description will need to be signed off by each postholder to whom the job description applies. | | | | | |
| Postholder Signature: |  | | Date: |  |  |
|  |  | |  |  |  |
| Postholder Print: |  | |  |  |  |
|  |  | |  |  |  |
| Manager Signature: |  | | Date: |  |  |
|  |  | |  |  |  |
| Manager Print: |  | |  | | |
|  |  | |  |  |  |
| Manager Title: |  | |  | | |
|  |  | |  |  |  |
| HR Stamp: | |  |  | | |
|  |  | |  |  |  |