**NHS PROPERTY SERVICES LTD**

**Job Description**

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| **Job title:** | PFI Energy Manager |
| **Level:** |  |
| **Type of role:** | Permanent |
| **Base:** |  |
| **Travel requirements:** | England, as required |
| **Responsible to:** | PFI Commercial Manager |
| **Directorate:** | Operations |
| **Job reference:** |  |

Established in 2013, NHS Property Services is a property owner, service provider and advisor, helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS have fit for purpose property choices that enable excellent patient care.

Our portfolio is one of the largest in the UK, comprising more than 3,000 properties with 7,000 tenants across England. At a total value of more than £3bn, this represents about 10% of the total NHS estate.

Our properties range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

**Main purpose / scope of the role**

The NHS Property Services ( NHSPS) estate contains 30+ properties under PFI contracts. These contracts will contain KPIs and SLAs that the stakeholders will be required to adhere to and produce reporting information to show progress against these targets.

The PFI Commercial Manager currently oversees many of the contracts, but, along with support from the Energy & Environment team, needs extra resource to manage all the aspects of the PFI contract to ensure all the stakeholders are meeting their requirements.

This role will require the successful candidate to oversee the contractual obligations of all the PFI stakeholders, with specific reference to the Energy and Environmental clauses and obligations.

**Key Responsibilities**

* Managing the PFI KPI’s and aligning with NHSPS objectives.
* Hold PFIs to account for KPI’s/SLA’s.
* Managing relevant clauses, ensuring no or minimal impact on the environment.
* Align PFI/NHSPS/NHS England policies and procedures to ensure compatibility and reduce conflicts.
* Communicate and respond to stakeholder queries/requests.
* Represent NHSPS/PFI on both internal and wider NHS operational meetings (such as Internal Regional Leadership Meetings, external Integrated Care System meetings, Tenant meetings etc..).
* Work with the NHSPS Energy & Environment team and PFI Stakeholders to identify and implement energy reduction and environmental improvement initiatives.
* Ensure reporting is produced as per the contract requirements and provided to all relevant stakeholders. Such as, energy performance reporting, energy/carbon reduction reporting, environmental incident reporting and investigation etc.
* Clarify the requirements under the PFI contract and how this affects NHSPS and other stakeholders – e.g. Replacement of end of life equipment.
* Implement legislative changes, where applicable.
* Enforce penalties and standards under the PFI contracts.
* Ensuring adequate emergency arrangements such as Business Continuity Planning, spill response etc are in place.
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* Aligning adaptation policy and ensuring strategies are implemented.
* Ensure contractors have environmentally sound policies in place (e.g. 14001, 50001 or Net Zero Carbon).
* Ensure Energy/Environmental compliance inspections are carried out.
* Ensure Energy and Environmental training is rolled out as required.
* Initiate and/or participate in initiatives, such as, for example - improving Biodiversity.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | Educated to degree level | Holds a degree in a commercial or environmental field. |
| **Skills** | Understanding of commercial contracts  Understanding of PFI arrangements  Understanding of energy/environmental issues | Energy/environmental Management  Understanding of building HVAC, renewables and energy systems  Environmental Management Systems |
| **Experience** | Experience in enforcing contractual requirements, particularly in the PFI context.  Working in property related business  Proven track record of working in a fast paced and dynamic commercial environment | Experience in identifying and implementing energy reduction/environmental compliance initiatives in commercial/healthcare buildings  Experience operating in a varied and extensive property estate |
| **Personal characteristics** | Self driven  Good communicator and comfortable engaging on a technical and senior manager level  Can work autonomously and as part of a team |  |
| **Other requirements as applicable** | Clean, Full UK Driving License.  Ability to travel across England, as might be required. |  |