

## Job Description

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**Job Title:** Consultant

**Salary:** £25,000 - £35,000 - Dependant on experience and qualifications

**Reports to:** Director

### Role of Inventures

Inventures is a leading healthcare development and professional services business with a specialist understanding of the healthcare system. We are industry experts in healthcare and capital planning, property and project management, working with over a quarter of the organisations within the NHS market at any given time.

### Job Purpose

You will work as part of a property and project management professional team managing a range construction, property and strategic estates related management services to healthcare clients.

Working closely with other Inventures staff you will be responsible for managing and/or assisting in the planning and delivery of selected development projects within the range of Inventures client portfolio. This will include the development of schemes through inception, feasibility, detailed design and to delivery on site and commissioning.

You will be expected to develop quickly so to begin to take additional responsibilities for the management of all resources utilised in Inventures consultancy work.

### Key Responsibilities

- Contribute to the achievement of Inventures' overall business plan through fee earning to set annual targets set.
- Manage the surveying, collecting and updating of various disparate information that allows for the accurate reporting of financial, statistical and other evaluations.
- Manage the organisation and updating of relevant data using database applications.
- Analyse and interpret financial and other estates based information that forms the basis of output reports.
- Manage the selection and appointment of professional parties for Inventures Clients.
- Ensure final scheme quality of projects delivered to time and profit.
- Implementation and provision of high quality consultancy advice and design solutions.
- Communicate and provide customer focused high quality services to all Inventures Clients.
- Manage and contribute to Inventures team ethos to ensure expertise, knowledge and new services are promoted to all Inventures clients



- Arrange and participate in client meetings, conferences and other project team activities.
- Prepare space planning, design solutions, feasibility studies, capital planning, design and contract supervision and option appraisals etc in connection with proposed and approved developments.
- Produce client's Capital Project Management monitoring procedures in accordance with Concode, CIM and other NHS or Clients recommendations.
- Manage the planning and delivery of selected capital projects, to ensure that schemes are delivered to exceed client's expectations and are completed on time, and within budget.
- Attend training to develop and build on knowledge and professional skills.
- Adhere to health and safety policy.

## Person Specification

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Attributes (Job Related)	Essential	Desirable	Methods of Assessment
<b>Qualifications</b>	Educated to degree level in a construction, property or other healthcare related qualification	Member of Association of Project Management Corporate Membership or working towards a relevant professional institution	CV Certificates at interview
<b>Experience</b>	Over 3 years post qualifications experience. Experience in working in the NHS, other government departments, construction related profession or in a consultancy environment	1 years managerial experience	CV
<b>Skills</b>	Excellent oral, written communication skills Excellent numerate skills Ability to organise self and others Project management and budgetary finance IT literate in Microsoft applications	Negotiation and facilitating skills Use of MS Project, and/or CAD experience	CV Presentation by candidates Interview
<b>Personal Qualities and Behaviours</b>	Excellent Interpersonal skills Decisive Problem solver A positive team player Motivator of others		Interview References
<b>Other Factors</b>	Current driving license Prepared to travel and work out of hours as work demands. Manage working to tight deadlines	Prepared to mentor	Interview CV

