

Job Description

Job Title: Senior Consultant

Salary: £35,000 - £48,000 - 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.

Purpose of Job

You will be responsible for Inventures activities and continued development as the first choice provider offering a range of construction, property and strategic estates related management services to healthcare clients.

Key areas of delivery are business development and client management, ensuring Inventures maintains a customer focused market-led approach to all its activities. The major part of this role will be to develop growth with new clients and services and to maintain a zero defection rate from all existing clients.

Key Responsibilities

- Contribute to the achievement of Inventures' overall business plan through fee earning to set annual targets.
- Maintain and develop existing relationships with Inventures clients and ensure that customer-focused high quality services are maintained.
- Responsibility for customer development and increase in the client base ensure expertise knowledge and new services are promoted and sound working relationships with Estates advisors in Strategic Health Authorities, NHS Trusts and other NHS organisations.
- Engage with Inventures team to ensure expertise, knowledge and new services are promoted to all Inventures clients.
- Actively participate in collecting market intelligence across the market and provide feedback to Inventures Senior Team in the development of the marketing strategy.
- Manage the manpower resource of a project team to ensure profitable business and sustainable client relationships are achieved.
- Arrange, facilitate and lead in client meetings, conferences and other project team activities.
- Manage 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 all projects, to ensure that schemes are delivered to exceed client's expectations and are completed on time, and within budget.
- Prepare and maintain monthly financial performance against agreed targets.
- Interface with other senior managers within Inventures.
- 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
Qualifications	Educated to Degree Level or equivalent (building or engineering related discipline). Corporate Membership of a relevant professional institution	Member of Association of Project Management	CV
Experience	Over 7 years post qualification experience Experience in working in the NHS, other Government Departments, construction related profession or in a consultancy environment.	Over 5 years managerial experience Accredited OGC or KPS Reviewer	CV
Skills	Excellent oral and written communication skills Excellent numerate skills Ability to organise self and others Project management and budgetary finance Negotiation skills IT literate in Microsoft applications	Proven ability to function at a senior managerial level Use of MS Project	CV Presentation by candidates Interview
Personal Qualities and Behaviours	Excellent inter-personal skills Decisive and proactive Problem solver A positive team player Motivator of others Positive proactive can-do approach	Prepared to listen and learn	Interview References
Other Factors	Current driving license Prepared to travel and work out of hours as and when work demands Manage to produce high quality work to tight timescales and in a possible stressful environment.	Prepared to mentor and coach staff	Interview CV

