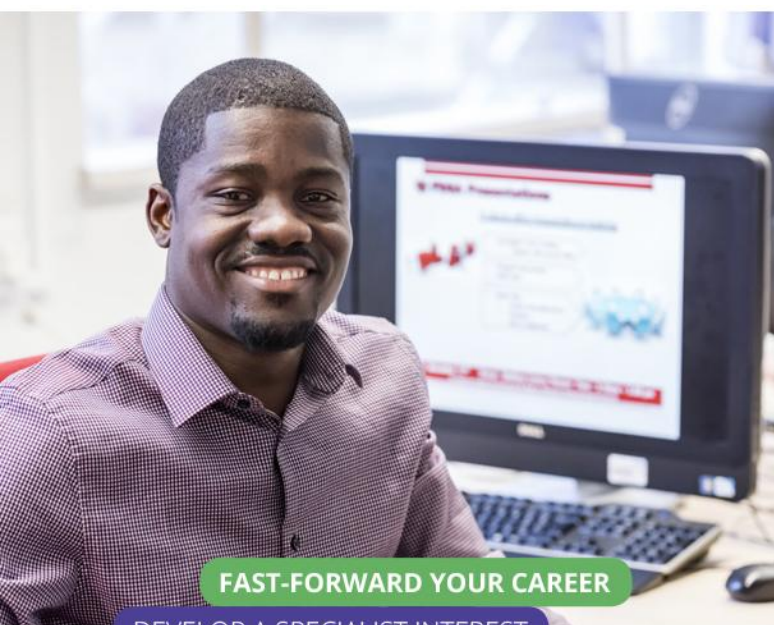


Recruitment information pack



FAST-FORWARD YOUR CAREER

DEVELOP A SPECIALIST INTEREST

BE PART OF A SUPPORTIVE TEAM



STRUCTURED CAREER PROGRESSION

LEADERSHIP COURSES

SCOPE TO DEVELOP NEW SKILLS

WHO WE ARE

Join Imperial College Healthcare and become part of a community of 16,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

In April 2026, we formalised our partnership with the three other acute NHS trusts in north west London to establish the North West London Acute Provider Group. The four trusts remain independent organisations, with their own boards, coming together through a board in common.

The move builds on existing collaboration and reflects a shared commitment to working more closely together – simplifying decision-making, making the best use of combined resources and expertise, to improve care for patients and local communities

OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

OUR HOSPITALS

Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

Charing Cross Hospital, Hammersmith

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

Hammersmith Hospital, Acton

Hammersmith Hospital is a specialist hospital renowned for its strong research connections. and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

Queen Charlotte's & Chelsea Hospital, Acton

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

St Mary's Hospital, Paddington

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

Western Eye, Marylebone

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include outpatients, inpatients, day case and emergency services.

WHY JOIN US?

Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at

Reach your potential in hospitals that make history

Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Conduct research here

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

Access brilliant benefits and enjoy a new social life

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation

Reach your potential in hospitals that make history

Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

JOB DESCRIPTION

Job Title	Portfolio Management Office (PMO) Lead
Band	8B
Directorate/ Department	Estates Capital Projects
Division	Corporate
Location of work	Trust wide
Hours	37.5
Reports to	Deputy Head of Estates Capital Projects
Accountable to	Head of Estates Capital Projects

1. Job purpose

To lead and manage a team, in the support of the delivery of Imperial College NHS Trust's portfolio of construction projects from inception to completion and operational commissioning, in line with trust process and industry best practice.

To report to the Deputy Head and Head of Estates Capital Projects on the performance of the construction project portfolio.

To support the delivery of the trust's capital project strategic plan, including staff management, contract management, portfolio performance, project financial performance, risk management as well as the review and implementation of project controls.

The post holder will be responsible for supporting the deputy head and head of capital projects and capital projects team to ensure that the trust environment is safe for patients and staff. The post holder will be the lead on portfolio management matters providing professional advice to estates staff, directors and other senior managers in the trust. They will support the capital projects team to ensure that all statutory, mandatory business critical compliances, including but not limited to, asbestos management, Health Technical Memoranda (HTMs), Health Building Notes (HBNs), Health Safety Executive (HSE) Legislation and Building Safety Act (BSA), Trust systems and policies are adhered to on all capital projects.

Manage compliance with processes and project controls on capital projects across the portfolio.

Managing the monitoring, preparation and reporting on all financial and other performance measures of their capital project portfolio and programmes, current and future planned programmes to the deputy head and head of capital projects.

2. Key stakeholders

- Head of Estates Capital Projects;
- Deputy Head of Estates Capital Projects;
- Capital Projects Portfolio Leads
- Capital Programme Team;
- Capital Finance Team;
- Head Of Estates Operations;
- Deputy Head of Operations;
- Director Of Estates & Facilities;
- Divisional & Site Leads;
- Divisional Director of Nursing;
- Estates & Facilities General Managers;
- Estates Site Contract Managers & Assistance Managers;
- Estates Compliance Manager;
- CBRE Site Contract Managers.
- External bodies, experts and consultants

The post-holder may be required to deputise for the Deputy and Head of Estates Capital Projects from time to time.

3. Role of the Directorate

The Estates and Facilities directorate is responsible for advising on, and producing, the Trusts estates strategy, consistent with the corporate business objectives in patient care, learning, research, and other activities, implementing estate components of planning decisions and the operational management of the Trust's land and property portfolio.

It is a multi-disciplinary department providing:

- a comprehensive estate planning and management of out sourced services.
- a range of soft and hard facilities support of out sourced and in house services to ensure that the land and property assets are capable of supporting the clinical, academic, and other business of the Trust, safely and effectively.
- an in-house security service to ensure a safe and secure environment for patients, visitors and staff and maintaining links with the community, regulatory and enforcing bodies.
- estates & facilities health and safety compliance and risk mitigation.
- medical device management procurement and managed maintenance service.
- non-emergency patient transport services.
- decontamination of surgical instruments, endoscopes, and medical devices.
- management of the Trust capital programme including a large capital backlog programme.
- property landlord responsibility and service charge calculation and collection.
- close liaison with Imperial College and other lease holders.
- Property and project management redevelopment and decanting capability.
- 24x7 emergency response and on-site call facilities across all sites.

4. Main Responsibilities

This role will directly support the capital estates project team in the management and development of capital estates works on all sites including externally funded schemes.

The post holder will be accountable for the review, improvement, development and implementation of project governance, reporting, assurance, risk management and other duties for the Trust's Capital Programme and will be required to:

- Undertake all duties and responsibilities in line with The Imperial College NHS Trust values of Kindness, Aspirational, Collaborative and Expert.
- Proactively collaborate, lead as required and support the capital projects team on all matters of Health, Safety and Wellbeing within the capital projects portfolio.
- Deputise for senior colleagues when required.
- Lead and line manage their team and take on task management of others as required.
- Work as a senior member of the wider estates management team.
- Be professional and expert in their field.
- To support the management of the capital project team in delivering their portfolio of projects ranging from £5k to in excess of £50M, including supporting the business case writing, risk management, financial and progress reporting to senior management and forums.
- Support close working with the other corporate functions, including engagement with clinical and operation leadership.
- Provide senior portfolio leadership and senior support including deputising for other senior members of the estates and facilities directorate as requested.
- Support for establishing and implementing systems and procedures to ensure the safe and compliant delivery of and handover of projects for clinical, staff, patient and public use.

Key results areas include:

Play a key role in the management of the estates capital projects department, ensuring the provision of cost effective, customer oriented services throughout the trust, over a range of estate services, working alongside the deputy and head of capital projects to support the management and delivery of:

- Capital planning, budgeting, forecasting, management and reporting of budgets including externally funded budgets for Estates related projects;
- Responsible for human resources matters within their team.
- Capital programme management and development.
- Control monitoring and delivery of estates led trust and charity funded projects;
- Supports operational back-log projects, manage and reports on specific trust capital backlog programme projects, as part of a wider portfolio overview.
- Participation in lessons learned and post project evaluations.
- Support on the development of processes and procedures to ensure new regulations, such as; NET Zero, fire, water hygiene provisions are developed and managed within all capital works projects.

4.1 Communication

Able to confidently communicate with all levels of personnel, from board level down;

Ability to be diplomatic in communications, able to deliver challenging messages, promoting cooperation and teamwork;

Actively participate in the directorate's management team meetings, providing information around performance of the portfolio, escalating matters that require more senior input;

Disseminate trust, directorate information to the team and act as a point of contact for feedback;

Ensure that all communication with service users (where required) is delivered or processed in a timely fashion;

Represent the team at departmental or estates related meetings as required;

Communicates relevant information to other departments and stakeholders within the Trust and to external parties where appropriate.

Work in a strong and effective corporate manner, working with key stakeholders including Trust executive directors.

4.2 Staff Management

Manage, organise and support staff effectively through work planning, 1:1 meetings and appraisals, including performance and productivity monitoring. Undertakes sample checking to comply with compliance standards and audits;

Take initial responsibility for local resolution of issues that arise among the staff;

As senior team manager be point of reference and escalation for queries from team members;

Responsible for assessing and identifying staff development needs;

Manage performance issues in line with the Trust's disciplinary or performance management policy and procedure;

Take an active part for recruitment and selection in terms of compiling suitable adverts and interview questions, short listing applicants, co-ordination of interviews and communication with candidates;

Control and manage attendance and leave, including sickness absence management;

Take responsibility for the training of new and existing staff in relation to systems and processes;

Maintain up to date knowledge of trust employment policies and implement them consistently, seeking advice from HR as appropriate;

Ensure that the team is aware of relevant trust employment policies and procedures;

Responsible for identifying own personal development and seeking opportunities to develop

4.3. Analytical and Judgmental

Support the deputy and head of estates capital projects in collating project performance and financial information as required;

To participate in the undertaking of audits, benchmarking exercises, costings, detailed financial analysis and modelling which lead to option appraisal and consequent decision-making.

4.4. Planning & Organisation

Take a lead role in supporting the deputy and head of estates capital projects in developing long-term strategies for the governance of, reporting on, assurance etc. Of the management

of capital projects to ensure that quality and performance standards are consistently achieved, cost effective and meet organisational objectives.

Support in delivery of project to enable delivery to budget, to time and to the appropriate standard. Ensure the project has a comprehensive project plan, setting out key milestones and that this is adapted and maintained. And;

- Ensure that agreed best practice standards, tools and techniques identified for use within the project management office are in place and are utilised by the team engaged on estates capital works
- Support in the management of the trust and charity annual capital programme and support the Trust Capital Finance team on capital allocation.
- Provide key input on strategic estate planning trust wide.

4.5. Business cases

To support and work closely with the divisional leads in the development and production of the Trust's business cases and input on estates related cases where required, ensuring this is delivered in conjunction with senior clinicians, senior managers from the Trust and engages key stakeholders and service users.

To write and deliver capital estates related business cases through the designated Trust governance forums

4.6. Internal/External Stakeholder Relationships

Prepare and present regular reports to the trust board, executive and trust management group on any related estates topic, as required from time to time.

Facilitate post-project evaluations to learn lessons for future projects

4.7. Performance and Financial Management

Monitor and support the management of the trust capital programme and identifying issues for resolution

Comply with trust Standing Financial Instructions (SFIs) as applicable.

Participate in tender selection processes.

Analyse portfolio capital programme for trends and issues.

Oversee and manage the production of accurate and detailed financial monthly and yearly expenditure reports including cash flows for review, audit and reporting purposing.

To collate, summarise and report on the capital projects team performance on a monthly basis for the deputy and head of capital projects and various trust management committees.

To operate at a strategic level as a senior manager within the trust.

To coordinate the work of internal finance and external cost management advisors to ensure that all budgetary elements are recorded and regularly reported.

Support in the monitoring and checking of financial audits and accreditation checks on external appointed suppliers on a regular basis.

Support the development and maintenance of appropriate capital programme monitoring systems to ensure effective use of budgets.

To support the capital finance team in developing financial year capital plans for the trust.

Ensure that the quality, risk management and integrated governance agenda is integral to everyday business of the whole organisation.

4.8. Research/ Technology and Development

Use the E-mandate system to deliver and report at site project and estates meetings

As required, support the research and review of methods, systems and materials used with in design for capital projects:

- Improve efficiency in construction times and costs
- Develop and implement sustainable solutions for projects
- Reduce carbon emissions by the use of low carbon impact materials for construction
- Integration of renewable energy systems into standard building design

4.9. Planning & Organisation

Maintain expert knowledge of current technological and best practice developments across relevant project / programme management field.

Maintain a flexible approach to work and undertake other duties commensurate to the grade as required.

4.10. Policy, Protocol & Service Development

Contribute to the development of the estates business plan, outlining, monitoring and reporting on targets in association with other heads of department to achieve the trust's corporate goals.

Support the development of the trust wide estates strategy.

5. General Responsibilities

The PMO Lead will be responsible to the Deputy Head of Estates Capital Projects and the Head of Estates Capital Projects, but like other senior officers, will have a high degree of freedom of action and personal responsibility. The PMO Lead will also need to work with and through the relevant bodies within the trust's committee structure. Review of work is through objective setting and performance reviews and contact with the Deputy Head and Head of Estates Capital Projects, submission of reports to relevant committees and participation in the relevant trust and directorate group meetings

6. General

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast-moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder

PERSON SPECIFICATION

Directorate/ Department	Job Title	Band
Estates and	Portfolio Management Office Lead	8B

Criteria relevant to the role	Essential	Desirable	Measurement
Education/ qualifications	- Demonstrable professional knowledge acquired through; - a project/programming related degree, or - other equivalent qualification, or - significant health and/or construction related industry experience. - Programme and/or project management qualification. - Detailed demonstrable knowledge and experience in portfolio management, leadership, financial, and strategic planning. - Minimum two years senior management experience in healthcare or similar capital project works delivery environment.	- Management qualifications. - Membership of Professional Institution.	Shortlisting: Application, CV, and covering statement. Demonstration of relevant experience through interview
Skills/abilities	- Effective management of people and teams - Provision of expert specialist advice ensuring a high degree of precision is applied to action plans as required;	A knowledge of the NHS its structure and objectives and how they are applied within a trust / organisation;	Should be able to demonstrate consistent achievement in previous posts

	3. The ability to work to agreed deadlines and constraints; 4. Financial analysis and management skills; 5. Ability to motivate staff; 6. Ability to delegate responsibility whilst retaining accountability; 7. Effective and efficient decision-making skills; 8. Organisational political awareness and diplomacy; 9. Flexible attitude to work portfolio to ensure that corporate needs are met;	2. Project and programme management skills. 3. Knowledge and experience of the application and use of HR policies and procedures.	At Interview
Experience	Experience of providing portfolio management expertise and/or managing, planning and budgeting for multiple, large and complex healthcare or healthcare related construction project works; Working in a multi skilled organisation; Experience in the management of a high quality, responsive and cost-effective estates service with specific customer focus;		At interview
Communication skills	4. Must be able to communicate effectively and inclusively with staff at all levels within an organisation; 5. Must be computer literate; 6. Should possess good negotiating skills geared to both long- and short-term objectives; 7. Social confidence with internal and external bodies.		At interview
Physical Qualities	Sufficient to fulfil the duties and responsibilities of the post with any reasonable adjustments.		At interview

Additional information

1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

2. Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

3. Equal Opportunities

At Imperial College Healthcare NHS Trust, we are committed to ensuring that our staff feel able to bring their whole selves to work, and we recognise that our diversity gives us a unique perspective on the challenges facing us. A copy of our Equality Diversity and Inclusion Policy is available to view on our website. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

5. Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

6. Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

7. Work Visa/ Permits/Leave to Remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

8. Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

9. Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Flu vaccination – the Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust. Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

10. No Smoking

The Trust operates a smoke free policy.

11. Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.