



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Property Manager				
DEPARTMENT	Estates				
LOCATION	Brayford Campus				
JOB NUMBER	EF5082	GRADE	8	DATE	February 2018
REPORTS TO	Head of Space Strategy, Planning & Sustainability				

CONTEXT

The property portfolio is the University's largest non-pay cost, accounting for over £13m pa of non-pay expenditure. The portfolio is also an increasingly important revenue stream for the University, generating £7m pa of income. Tenants now include major national and multinational organisations such as Siemens. The university is itself a tenant in over 14 buildings, with outgoing service charges and rental payments exceeding £1m. The portfolio includes over 167 properties covering 178,000 sq m of floor area and 250 ha of land. Valued in excess of £200m, the portfolio is constantly growing and evolving to meet the University's strategic needs. There are complex obligations and liabilities around both the existing portfolio and its future development.

JOB PURPOSE

The post holder will be responsible for the University's lease obligations, leases, property titles, property Service Level Agreements, Landlord and Tenant relationships, service charges, data analysis and property terrier.

The post holder will function as the estates property specialist. They will provide strategic advice to the University's Senior Leadership Team and lead on complex contract negotiations with key external partners. They will be responsible for valuations, investment property lettings, management of marketing, negotiation and letting of a broad range of properties, operational reviews and investment appraisals. They will be responsible for instructing solicitors engaged by the University to prepare the relevant documents, for example Heads of Terms and leases.

The post holder will be an active member of the Estates Department and will be expected to deliver high standards of service across the portfolio, plan redevelopment work for the long-term future of the portfolio. The post holder will support the Director of Estates and the Head of Space Strategy, Planning & Sustainability in the production of an Estates Strategy consistent with the University-wide strategic objectives.

To consult with other stakeholders and lead on cross-department working/project groups as required.

To lead the development of strategic business cases to inform major investment decisions by senior management, for example new build, freehold and leasehold acquisitions and disposals.

To provide innovative solutions to often-complex problems in a fast paced environment where the information available may be incomplete or conflicting. To manage complex stakeholder relationships and be able to reconcile differing opinions where necessary for the long-term benefit of the University. To support the Head of Space Strategy, Planning & Sustainability in the determination, development and delivery of complex projects that sit within the strategic estate planning environment.

KEY RESPONSIBILITIES

Property Acquisition & Disposal

To develop short, medium and long term strategies for individual campuses and the wider estate and lead the acquisition and disposal of property assets, ensuring this is in accordance with the University's financial and legal regulations.

To evaluate and assess business case options relating to the acquisition of property, space utilisation and relocation/consolidation, providing detailed appraisals of relevant savings or cost implications.

Asset Management

To have strategic responsibility for the development and management of a corporate asset management database and its long-term integration with other key University-wide systems.

Working with the Space Planning Manager, regularly review and undertake detailed analysis of the efficiency of asset and space utilisation, providing the Director of Estates and Head of Space Strategy, Planning & Sustainability with detailed reports/proposals and strategies for improvements and any likely cost implications.

To work with the Space Planning Manager to plan for and repurpose vacant space across the estate.

Financial Management

To be responsible for the development, delivery and effective management of relevant financial plans and budgets, including the development of expenditure forecasts and financial monitoring systems.

To deliver high quality, efficient and cost effective systems and services which are uniformly applied and are in line with best practice across the sector, whilst maintaining and improving agreed levels of service.

To work collaboratively with Finance, ICT and other key departments to develop, improve and integrate systems across the University, promoting a culture of continuous improvement.

Consultant Management

To work with the Procurement Team to produce tenders for essential services and Framework Contracts. For example, legal, planning and valuation services.

To develop and maintain strong working relationships with contract managers and framework partners and monitor performance and value for money.

To appoint and manage additional specialist advisors as required.

Health & Safety Management

To ensure that team members work in a safe environment and to manage work or processes accordingly.

When the University acquires new assets, the Property Manager has a responsibility to check that the property is compliant and functional in the following areas: Health and Safety, Mechanical Services, Electrical Services and Fire Safety.

Legal Compliance Management

To take full management responsibility for all legal documents relating to the university's Estate and be the lead contact for advice in respect of legal title and land contract issues affecting the estate.

To manage all property leases held and granted by the University, ensuring that the University and its tenants remain fully compliant with lease obligations, statute and regulation.

A knowledge of planning law is desirable although not essential.

Landlord & Tenant Management

Take full management responsibility for all leased space utilised or let by the university.

Manage university contracts for leased space with landlords and tenants ensuring that all obligations are met.

To manage and undertake property valuations for rating, insurance and financial accounting purposes, including appointing and managing consultants when applicable.

To compile pre-occupancy schedules of condition and inventories for residential and commercial lettings.

To manage all relationships with clients, develop customer service levels, and identify trends to ensure that improvements take place to match changing requirements.

To liaise with consultant surveyors, solicitors and statutory planning specialists about property rights and legal obligations in relation to investment property.

To advise the Head of Space Strategy, Planning & Sustainability and the Director of Estates on dilapidations claims, defects reports, rent reviews, lease renewals, service charges and the production of demise plans.

To ensure, in collaboration with the Head of Maintenance that an appropriate consultation process is initiated for maintenance work with tenants, interested third parties and other departments.

Departmental Responsibilities

Line Management responsibilities for the Property Technician.

Liaison with the City of Lincoln Council, Lincolnshire County Council, Environment Agency / Upper Witham Internal Drainage Board, the Canal & River Trust and Network Rail on property related matters.

Management of agricultural tenancies, arable contract and Estates Department property matters on the University farm at Riseholme.

To regularly review and analyse the effectiveness of functions and services within your relevant areas, providing the Head of Space Strategy, Planning & Sustainability with detailed reports/proposals on improvements and any likely cost implications.

Responsibility to engage with the University's commitment to environmental sustainability in order to reduce its waste, energy consumption and carbon footprint.

Responsibility to promote high levels of customer care within your own areas of work.

To work closely with existing and future service providers in identifying synergies, technologies and processes, which will eliminate duplication, reduce administration and increase efficiency and service levels to customers.

To deliver high quality, efficient and cost effective systems and services which are uniformly applied and are in line with best practice across the sector, whilst maintaining and improving agreed levels of service.

To represent the Estates Department, leading and contributing to University-wide reviews, change initiatives, projects and groups/committees. Working closely with Heads of Service and Deans to understand their core activities and objectives. To produce service information reports that assess how they will impact the University of Lincoln's property portfolio and the services provided by the Estates Department.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The role holder will lead on property matters across the University's freehold estates in Lincoln, Riseholme and Holbeach. In addition to this, they will lead on the University's leasehold properties, the Lincoln Science & Innovation Park adjacent to the Brayford Pool campus and any other locations as directed.

The role holder will be accountable for the Property non-pay budget currently in excess of £2m.

Key working relationships/networks

Internal	External
Vice Chancellor's Office Director of Estates Head of Space Strategy, Planning & Sustainability (line manager) Head of Campus Services Head of Maintenance Head of Projects Chief Finance Officer Director of Enterprise Head of Health and Safety CEO of Student's Union	City of Lincoln Council Siemens Lincolnshire County Council Landlords University Tenants and Licensees Director of Lincoln Science & Innovation Park Property agents Consultant Surveyors, Project Managers and Solicitors NHS Land owners Local Planning Authorities



UNIVERSITY OF
LINCOLN

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Property Manager	JOB NUMBER	EF5082
------------------	------------------	-------------------	--------

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications		
Good honours degree (or equivalent) in a property related discipline	E	A
RICS Chartered Surveyor status	E	A
Experience		
Relevant post-qualification experience	E	A & I
Experience of working in a multidisciplinary estates team (See competency requirements in job description).	E	A, I & P
Demonstrate significant experience in management of landlord and tenant relationships.	E	A, I & P
Experience in writing and presenting reports to senior management and Project Committees in relation to property management.	E	A, I & P
Experience in monitoring and reporting on property management accounts and service charge accounts and advise on the budgetary implications of the financial performance of properties within the portfolio.	E	A & I
Experience in the establishment and management of Property Terrier.	E	I & P
Cross functional collaboration on successful projects	E	A & I
Experienced in measurement and evaluation re: spatial data relating to University property for the purposes of producing letting details, income appraisals and project briefs.	E	I & P
Skills and Knowledge		

Working knowledge of planning law and applications	D	A & I
Microsoft Office (Excel, Outlook, PowerPoint and Word)	E	A & I
Demonstrate a sound knowledge and understanding of the law and practice relating to landlord and tenant and experience in negotiations with large residential and commercial organisations.	E	A & I
Demonstrate knowledge and skills in the leasing/letting of all types of property and demonstrate practical experience re completion of commercial property transactions.	E	A & I
Demonstrate experience and knowledge using appropriate standards and guidance to carry out valuations.	E	I & P
Knowledge and understanding of the roles of owners and occupiers in the maintenance, repair and improvement of housing and landlord's obligations particularly in regard to the Housing Health and Safety Rating System (HHSRS).	E	I & P
Research, data analysis and problem solving	E	A & I
Competencies and Personal Attributes		
Proactive and self-motivated.	E	A & I
Excellent communicator with a customer focused approach and people skills at the highest level.	E	A & I
Well organised and able to project a professional image.	E	A & I
A good team player who takes a positive role within the team.	E	A & I
Understands the needs and objectives of the team.	E	I
Requires minimal supervision.	E	I
Flexible and responsive to changing demands and conditions.	E	I
Professional credibility	E	I
Pragmatic and able to maintain effective work behaviour under a variety of pressures and potentially changing circumstances.	E	I

Business Requirements		
Ability to travel between campuses and externally.	E	I
Be able to work occasionally outside of normal university business hours.	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	GPA	HRBA	JE
---------------	-----	-------------	----