

Job Description

Role	Associate Estates Manager
Hours	9.00am – 5.30pm
Type	Permanent
Reporting to	Head of Estates

Role Objective

Working alongside the Head of Estates, this role will have estates and property responsibility in respect of the daily management of operations and facilities at Urban&Civic strategic development sites. The role will predominately be focused on our Cambridgeshire sites at Alconbury Weald, Waterbeach and Wintringham. This role will support these projects by assisting in the delivery of the Urban&Civic vision and strategy for estates and facilities through effective and efficient management of the estate assets and their operation.

Role Responsibilities

- In conjunction with the Head of Estates, Development and Project Management teams, ensure estate management standards and strategy are developed and provide support as necessary to these teams. Provide early input to estate management strategy and impact of design on quality and future maintenance liabilities.
- Managing property assets and infrastructure, including operating agreements, leases, renewals, disposals and fit-out works. Ensuring the standard of premises meets agreed standards.
- Assisting in the management of relevant stakeholders including third party landowners and Joint Venture partners across all areas to develop property standards, forming a coherent framework to measure risk and security issues for both existing and new locations.
- Assisting in monitoring the decisions of all property-related compliance issues resulting from risk assessments/audits.
- Assisting in the management of early on-site Community facilities e.g. cafe, gym and retail units.
- In conjunction with the Head of Estates, actively manage all related legal and property advisors/managing agents (both residential and commercial) and other third parties including monitoring SLA's where necessary.
- Managing security, landscape, cleaning and maintenance teams as required.
- Maintaining appropriate databases and other record keeping for all property.
- Assisting in the management of financial budgets for Estate Service and Building charges for new and legacy Commercial, Residential and Agricultural areas.
- Ensuring compliance with Health and Safety policies and procedures across all U&C estate and buildings; managing interaction between public and private spaces, events and applications for short term activities on the estate. Co-ordinating health and safety independent advisors as necessary.
- Ensuring adequate insurance is in place across estate and buildings and liaising with insurers on any material changes.
- Establishing and maintaining effective working relationships with existing and new suppliers, managing tender process, instructing works to agreed budgets.
- Ensuring as reasonably practicable that the estate and operations are energy efficient and environmentally sustainable.

Note: there may be a requirement from time to time to undertake other duties and perform other roles

Role Responsibilities - Qualifications, Knowledge & Experience

- Demonstrable experience in the management and development of large development sites including ex MOD sites and both complex and modern buildings.
- Experienced in all aspects of property management & agency.
- Experience in strategic planning and project management and in ensuring successful and efficient control and supervision of external consultants.
- Previous exposure to sustainability planning and implementation would be beneficial.
- Excellent working knowledge of management and maintenance of buildings - electrical, mechanical and other infrastructure systems.
- Positive 'can do' attitude with proven ability to analyse and evaluate complicated issues and provide appropriate solutions in response.
- Exceptional stakeholder management skills.
- Effective IT Skills in Microsoft Office.
- Excellent communication and interpersonal skills.
- Proficient in time management and organisation, ability to self-manage effectively.
- Able to demonstrate highest level of ethics in carrying out of role, with an ability to maintain confidentiality and act with discretion.