

Job Description and Person Specification

Asset Manager

Job Details	
Grade	GRD10
Service	Property & Development
Location	City Wide
Job Evaluation Code	A6189

About Coventry City Council
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose
You will be responsible for the management of a diverse portfolio of commercial investment properties. Responsibilities include managing voids, rent arrears and a significant case load of rent reviews and lease renewals. You will play a key role in the delivery of the annual asset valuation programme, working closely with external valuers. The role enables you to drive income growth from the portfolio and to contribute to the delivery of wider strategic objectives.

Main Duties & Key Accountabilities

Managing a substantial case load of rent reviews and lease renewals referring to a third party where appropriate.
Managing the vacant properties within the assigned portfolio, ensuring appropriate actions to minimise void periods and to secure optimal terms for new lettings.
Reviewing the allocated portfolio and identifying strategies for individual assets to reduce costs and increase income. Negotiating lease re-gears and preparing options appraisals, where appropriate, to support recommendations.
Monitoring rent arrears within the assigned portfolio and working with Incomes and Legal teams to manage cases and protect the Council's interests.
Working with the Property Management team to prepare service charge budgets and to identify and implement repair, improvement, and health and safety works.
Building relationships with tenants, addressing queries and complaints, and resolving issues promptly while considering the Council's commercial interests and customer care standards.
Responding promptly to applications to assign, sub-let and alter ensuring each is considered professionally and within required timescales.
Leading and managing a team in accordance with corporate policies and procedures ensuring effective recruitment, training and motivation. Undertake annual appraisals and set objectives. Ensure the team provide well considered reports and recommendations.
Working with the Asset Manager & Valuation Lead and the external valuers in carrying out the annual asset valuation check and challenge process. Ensuring delivery of the programme in the required timescale.
Ensuring the team's operational methods and processes remain suitable and will enhance the Commercial Property Service.
Deputising for line manager, attending management team meetings and Cabinet Member briefings as required.
Maintaining a detailed understanding of Landlord and Tenant legislation and commercial property valuation methodology; and ensuring compliance with RICS CPD requirements.

Key Relationships

External:	Property agents, Tenants, External Valuers
Internal:	Property Management & Development Teams,

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

2-3 Senior Estates Surveyors

Person Specification

Requirements

Knowledge	A detailed and comprehensive knowledge of Landlord & Tenant legislation, property management and RICS professional codes of practice.
	A detailed understanding of the rent review and lease renewal process including third party referrals.
	A good understanding of commercial property valuation and the associated methodologies.
Skills And Ability	Ability to carry out complex professional work, utilizing well-developed negotiation skills, without supervision.
	Excellent communication and interpersonal skills, with the capacity to persuade and influence others through diverse methods, including creating detailed written reports.
	Ability to manage, guide, supervise and lead

	employees including their motivation, training and development.
	Ability to manage conflicting and competing priorities effectively utilising excellent analytical and decision making skills
	Ability to analyse commercial property valuations and utilize both market knowledge and property valuation experience, to approve or contest where appropriate.
	High degree of computer literacy and ability to undertake building inspections.
Experience	MRICS with significant experience in either a private or public sector setting.
	Experience in conducting commercial property valuations for accounting or other purposes.
	Significant experience of carrying out professional work including rent reviews and lease renewals.
	Experience of operating in a leadership role and of managing and motivating a team.
Qualification	Educated to degree level and a Member of the Royal Institution of Chartered Surveyors
Special Requirements	Full UK Driving License