

JOB DESCRIPTION

Estates and Facilities Asset Manager

Reports to: Director of Estates and Facilities

Evaluated grade: PO3

GENERAL PURPOSE OF THE JOB

1. Maintain OHC&AT's Property Asset Database ensuring accurate and up to date records of the OHC&AT's property and fleet assets are readily available and accurately maintained.
2. Ensuring compliant reporting and real estate obligations are met.
3. Ensuring estates management activities are completed in a timely fashion including rent and rate reviews, heads of terms, lease extensions and renewals.
4. Maintain estates and facilities asset management information in a central resource including property due diligence reports, valuations, suitability assessments, net capacity assessments and condition surveys.

Property Administration

1. Ensure all leases are accurately recorded with key data identified in the lease database.
2. Oversee the legal aspects of property management, working closely with solicitors and surveyors.
3. Coordinate the timely completion of all required property / lease related activities and reporting including (but not limited to) heads of terms, lease extensions, acquisitions and disposals.
4. Coordinate the timely completion of all required property related activities and reporting including (but not limited to) condition surveys, way leave applications and grants, dilapidation surveys, service charge reconciliation, business rate reviews and NNDR claims.
5. Support the Estates Capital Project Management team to identify property asset condition and to assist them in the definition of the annual programme of condition related works across the OHC&AT estate.
6. Ensure compliance with regulatory and financial requirements within the estate portfolio.
7. Develop and implement strategies for the efficient use and future planning of property assets.

Fleet Asset Information

1. Ensure all vehicle asset information is available with key data identified and accurately recorded.

Statutory Reporting

1. Complete all Department for Education statutory reporting including the Land and Buildings Collection Tool, ESFA Capital Portal information requests, local authority and valuation office property information requests.

Other responsibilities

1. To be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality, reporting all concerns appropriately.
2. To participate in training and other learning / development activities as required
3. To treat all College and Academy staff and young people with courtesy and consideration.
4. To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all.
5. To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of Orchard Hill College and Academy Trust.

NAME:	
SIGNATURE:	
DATE:	

PERSON SPECIFICATION

Education, Training and Work Qualifications

1. Recognised training/qualifications associated with property asset management desirable or working towards a professional qualification in estates or property management.

Knowledge

2. Experienced in estate and asset management, with knowledge of leases, acquisitions, and disposals.
3. Strong legal and financial understanding related to property management.
4. Excellent communication and stakeholder engagement skills, working across various teams.

Skills and Abilities

5. Strong information management/database management skills
6. Ability to plan and prioritise a range of regular and irregular tasks, and ability to analyse tasks and how they may best be achieved.
7. Good oral and written communication skills.
8. Ability to relate in a friendly way with a wide range of personalities.

Relevant Experience

9. Experience of managing an asset database for a complex property portfolio that supports essential services.
10. Experience in an educational environment (desirable)

Other Requirements

11. Ability to comply with OHC&AT policies e.g. Safeguarding, Equality & Diversity, Health & Safety.
12. Able to work as part of a team; be adaptable and supportive of colleagues.
13. Ability to interact with learners sensitively and flexibly when visiting sites.