

JOB DESCRIPTION

JOB INFORMATION	
Job Title:	Asset Manager
Department:	Income Portfolio/ Asset Management
Site:	Advantage House, Rotherham
Working Hours:	8:30am – 5:00pm

POSITION IN THE ORGANISATION	
Reports to:	Director of Asset Management
Responsible for:	N/A

OVERALL PURPOSE OF JOB
<p>The Asset Manager is to be employed as part of the Income Division and directly reporting to the Director of Asset Management</p> <p>Primarily responsible for the day-to-day asset management and promotion of Harworth's Income portfolio, including business space and natural resources assets, throughout the Midlands and North of England. The candidate will be Chartered RICS qualified or similar. Uphold the high level of customer service provided to tenants whilst also ensuring that Harworth's leading statistics for rent collection, property voids and WAULT are maintained.</p>

GENERAL DESCRIPTION – TASK RELATED

- Develop an understanding of the Harworth brand and our status as a reputable landlord, providing land and property options for the commercial rental and sale markets on a regional scale.
- Have a good understanding of the RICS 'Codes of Practice' in Property & Asset Management and Commercial Agency and begin to apply these as on a day to day basis.

Property & Asset Management

- In line with Divisional Strategy, coordinate the day-to-day property and asset management of the Income portfolio. A mixed portfolio of assets will be assigned upon commencement of role.
- Provide effective management of the Divisional rates mitigation and arrears mitigation strategies and all other recharging across the portfolio to include recovery of rent, service charge, insurance, utilities, defaults and dilapidations.
- Coordination external professional consultants on selected lease events – to include rent reviews, lease renewals, dilapidations and terminations etc.
- Coordinate and liaise with the external Managing Agents for the Business Space and Natural Resources Portfolio.
- Work in the team to return benchmarked commercial land and property transactions; improve overall portfolio occupancy rates, increase gross and net annual rent roll, decrease operating costs and maximise sales receipts.
- Produce creative solutions to secure new sources of income.
- Develop and maintain good tenant relationships throughout the portfolio to manage tenant issues and disputes effectively and improve tenant retention levels.
- Implement all agency matters on the Income portfolio, including liaison with agents, attending monthly agency update meetings, implementing budgeted marketing strategy, and facilitating the negotiation & completion of programmed lettings and sales.
- Ensure all vacant units on the Income portfolio are locked/unlocked and ready for viewings as appropriate.
- Start to develop and maintain good relationships with both appointed and non-appointed land and property agents, help with the effective management of direct and indirect requirements and contribute towards the flow of "new ideas" into the Division.
- In conjunction with the Letting agent and Harworth Marketing team, assist in the organisation and attendance at external marketing & promotional events/functions to increase the visibility and awareness of the Harworth brand on a national scale.

- Implement all insurance requirements across the portfolio
- Assist with the twice yearly portfolio valuation process.

Other Roles

- Assist the wider Harworth Estates teams with any property & asset management, agency, acquisitions and planning & development initiatives as appropriate from time to time.
- Aid the Division with financial planning and administrative duties as appropriate from time to time – to include duties such as purchase orders and invoice administration, capital allowance projects etc.

QUALIFICATIONS:

- Degree in Commercial Real Estate or other RICS Accredited Built-Environment / Property discipline – minimum 2:1 classification.
- Ideally completed or immediately due to undergo the final interview stage on RICS APC process.
- Full clean driving licence and in possession of own car essential.

SKILLS & EXPERIENCE:

- Prior experience in a commercial real estate, agricultural or Minerals investment company preferable.
- Prior experience in asset management or agency position
- Good communication and interpersonal skills and ability to create effective working relationships.
- Able to manage a diverse workload without supervision.
- Able to work within agreed budget and project timescales.
- Good understanding and working knowledge of the legal framework for commercial property.
- Good understanding of Landlord & Tenant and Commercial Agency relationships.

Key attributes:

- Adaptable
- Dedicated
- Self-motivated
- Resourceful
- Team player

REVIEWED BY:

APPROVED BY:

DATE: