

Job Title:	Regional Estates Surveyor
Current Charity:	Age UK
Current Division Name:	Retail
Current Department Name:	Property
Location:	Midlands downwards, spreading as wide as South Wales & Devon across to East Anglia and down to the South Coast.
Type of role	Individual Contributor
Contractual Status of Role:	Permanent
Job Title of Line Manager:	Senior Estates Surveyor
Job Titles and number of any direct reports e.g. Administrator (3)	None
Job Purpose:	<ul style="list-style-type: none"> <li>• Providing a professional comprehensive and cost-effective Estate Management Service on all Age UK Properties</li> </ul>
Main Responsibilities/Deliverables:	<ul style="list-style-type: none"> <li>• To Provide the effective delivery of estate management services throughout the charity carrying out the day to day estate and asset management of Age UK's property portfolio to include but not exclusively the following:-             <ol style="list-style-type: none"> <li>a) Using professional knowledge and experience to undertake significant problem solving and lateral thinking providing advice to key stakeholders across the charity on complex estate management issues.</li> <li>b) Negotiating rent reviews and lease renewals across Age UK's property portfolio using knowledge and experience of Landlord and Tenant statute and Case Law and the property market to ensure the charity obtains</li> </ol> </li> </ul>

	<p>best value and occupies each of its properties under the best commercial, legal and occupational terms.</p> <p>c) To undertake site inspection and accurately measure commercial properties in accordance with the RICS Code of Measuring practice; undertake research and collect, analyse and collate comparable evidence in order to provide rental and capital valuations on a range of commercial properties</p> <p>d) To undertake the acquisition and disposal of the charities retail, office and gifted housing property portfolio using strong negotiating skills and professional knowledge and practice to achieve the best outcome.</p> <p>e) To ensure best professional practice is observed at all times complying with the RICS Code of Conduct and that the charity obtains best value for money from all property related activities and where appropriate complying with the Charities Act 2022 and Charities (Dispositions of Land: Designated Advisors and Reports) Regulations 2023.</p> <p>f) To liaise with and instruct the external firm of Charities Solicitors on matters of negotiation and settlement and oversee the drafting and legal negotiations in respect of property leases/contracts/transfers and to be within the Charity's policies and procedures as defined in the Property procedures manual.</p> <ul style="list-style-type: none"> <li>• To help in the review of Age UK's Property procedures manual in order that it remains up to date and relevant</li> <li>• To assist in the preparation of departmental budgets and maintain settlements and agreements within those budgets.</li> <li>• To assist in the provision of general property advise to key stakeholders across the charity when required.</li> </ul>
--	---

	<p><b>Must Have's:</b> The below competencies will be assessed at the indicated stage of the recruitment process: <b>Application = A, Interview = I, Test = T, Presentation = P</b></p>
<p>Quantitative Aspects of Role:</p>	<p>To be responsible for annual rental outgoings of c£6,000,000 Service charge expenditure of c£1,000,000 pa Business Rates outgoings of c£1,000,000 pa To negotiate and settle c30-50 rent reviews and lease renewals each year over a 5-year pattern recognising this will vary from year to year and the size of the retail portfolio To advise and manage on property and estates matters across the Retail Portfolio alongside our Senior Estates Surveyor. To acquire and dispose of properties within the portfolio as required</p>
<p>Experience.</p>	<ul style="list-style-type: none"> <li>• Significant post Chartered experience in either a retail property management department or an estate management department providing professional advice and influencing a range of stakeholders in respect of strategic property management. (A, I)</li> <li>• Experience of working within a geographically diverse team (I)</li> <li>• Experience of developing, and reviewing policies, procedures and guidance (I)</li> </ul>
<p>Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>• In depth knowledge of Landlord and Tenant statute and Case Law in particular the Landlord and Tenant Act 1954 (A, I)</li> <li>• Self-Motivated, work autonomously yet work as part of and lead a team.</li> <li>• Good Organisational Skills (I)</li> <li>• Ability to write concise letters and reports targeted to varying recipients both internally and externally of Age UK (I)</li> <li>• Good Computer skills including proficiency in the use of excel, database and word (A, I)</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to manage multiple projects at all stages (I)</li> <li>• Excellent verbal and written communication skills (I)</li> <li>• Able to collate, analyse and report relevant management information (I)</li> <li>• Comfortable with influencing a variety of stakeholders across the organisation.</li> <li>• Ability to work within a small flexible team of professional/technical staff. (I)</li> <li>• Sound Knowledge of the Retail property market (A, I)</li> <li>• Strong negotiating skills (A, I)</li> </ul>
Qualifications	BSc Estate Management degree Member of the Royal Institution of Chartered Surveyors (A)
Additional Circumstances:	<ul style="list-style-type: none"> <li>• Clean driving licence.</li> <li>• To maintain membership of the RICS via 20 hours minimum Continuing Professional Development Training per year.</li> <li>• Will be required to make occasional overnight stays</li> <li>• Regular travel to office/warehouse/ retail locations</li> <li>• Occasional (planned) out of hours work</li> <li>• Will be required to visit multi-storey sites with stepped access.</li> </ul>
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <i>This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.</i></li> <li>• <i>In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.</i></li> </ul>	