

Estates Manager

Basic Job Information

Job Title	Estates Manager
Brand/Function	Group Network Development
Department	Group Network Development
Job Grade	E / E
Location	Field-based
Role Reports to	Group Property Manager
Direct Reports	0
Budget Accountability	No

Job Purpose

Manage all aspects of the Group property portfolio and the site control property portfolio to deliver VWG's strategic retail property requirements efficiently and cost effectively across five brands. Following professional standards and good industry practice to support VWG functions with property advice to achieve their operational needs.

Support the Group Property Manager with the professional management of the Group Property portfolio and capital projects.

Key Areas of Responsibility

- Managing property rent reviews, lease renewals, tenants licences and all landlord and tenant matters with the assistance of external managing agents
- Cross functional management of surveyors, lawyers and other property professionals to deliver property strategy
- Co-ordination of external surveyors and lawyers for the marketing, disposal and re-letting of vacant property
- Provide acquisition and property advice to the Brands and Group Functions including TPS agency property
- Provide regular status and cost reports for financial management and stakeholder information
- Managing capital projects for refurbishments and improvements with the help of external consultants
- Support the Group Property Manager with the acquisition of new properties and Portfolio restructuring to meet changing network requirements
- Task ownership and responsibility for operational matters. Have an active involvement in any business transformation projects and workstreams.
- Support and take an active role in the establishment of the new processes, technology, ways of working, rules of engagement and business needs relating to business transformation projects
- Any other activities as required for the achievement of the Group Network Development objectives.

Compliance Responsibility

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Working Relationships

Internal
• Brand controllers • Legal
External
• External lawyers • External agents & consultants • Retailer/investor property teams • Landlords & property companies

Skills

• Good Commercial awareness • Good interpersonal & communication skills • Strong organisational skills • Good commercial negotiator
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Experience

• Experience in general surveying practice and/or client based property management function • Managing external lawyers and property transactions
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Qualifications

• Real Estate degree or post graduate qualification or equivalent • RICS member or working towards qualification or equivalent

Career Pathways

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Version Control

Date	Version No.	Reviewed by	Comments/Action
From 2021 onwards document version control is controlled via SharePoint, the latest version of this document will be held on the intranet and therefore this document is uncontrolled if printed.			