

ROLE PROFILE

Job Title: Manager, Asset Management, Western Corridor

Location: Slough

Reports to: Associate Director, Asset Management, WCo

Division / Dept: Western Corridor

Summary of the Role's Main Purpose

Work as part of a team to proactively asset manage the performance of part of the Western Corridor property portfolio with a view to driving income, ERV and capital growth to deliver strong annual returns through creative lease restructuring, minimising voids, leasing vacant buildings and developing strong business relationships with customers, advisors and other key stakeholders within our markets. To be actively involved in Rent Reviews, Lease Renewals, Re-Gears, New Lettings and site assembly.

The role will include working alongside the Development and Technical Development team to pursue development initiatives that will contribute to the region's growth plan, creating modern sustainable buildings which align with our Responsible SEGRO Framework.

Principal Accountabilities

Asset Enhancement

- Support members of the Western Corridor team in the formulation and implementation of Estate Asset Plans.
- Progress rent reviews and lease renewal negotiations via providing recommendations to the appropriate lead Asset Manager. Where appropriate, negotiate rent reviews and lease renewals directly with the customer or their appointed agent.
- Engage with existing customers to find solutions to their business needs, securing new lettings where they are expanding or contracting whilst ensuring back-to-back deals where possible.
- Be involved in the estate redevelopment strategy which may involve relocating customers and achieving vacant possession for future development plots.
- Manage customer applications to assign and underlet, maintaining covenant strength, as well as licences to alter.
- Actively participate in Responsible SEGRO ensuring the implementation of sustainability initiatives and community investment plans.

Negotiation and Deal completion:

- Manage the take-back process, instruct the Technical Development team to produce dilapidations schedules where necessary, communicate with the Property Management team on upcoming take-backs and co-ordinate the take-back process through to vacant possession.
- Support the team with business rates mitigation strategies via the relocation of particular customers and short-term lettings.
- Brief and instruct the company's legal representatives at the start of the leasing and asset management process. Support the lead Asset Manager with the legal process during a deal transaction.

Leasing Management:

- Respond to new customer enquiries to secure new lettings to vacant properties.
- Implement marketing plans for vacant buildings in conjunction with the internal and external marketing teams.
- Maintain up to date leasing performance information and comply with internal reporting procedures.

Team working:

- Work as a team with colleagues in Asset Management/ Leasing and with wider UK teams such as UK Investment and Technical Development.
- Liaise with the Property Management team to get operational issues resolved for customers (involves an understanding of service charge changes, applications for alterations, H&S implications).
- Liaise with the accounts receivable controller as necessary and manage any payment plans or other landlord remedies such as forfeiture and CRAR proceedings.
- Manage customers and key internal and external stakeholders during insolvency proceedings. Co-ordinate with litigation lawyers where necessary.
- In conjunction with the Customer Management team, build and promote occupier satisfaction with existing customers.
- Foster and enhance working relationships with potential and existing customers, agents and other advisors.

Additional Accountabilities

- Provide support to the team and the UK/ Group Investment teams during the valuation process.
- Ownership of document maintenance and archiving for each transaction that is undertaken.
- Support the Property Management Team where required in order to ensure high levels of estate presentation and H&S compliance.
- Continue to develop skills and knowledge to support the wider team and to support personal career development.

Core Areas of Knowledge, Skills & Experience

Essential

- RICS Chartered Surveyor
- Good written and verbal communication, interpersonal and customer care skills.
- Negotiation and networking skills.
- Good teamwork skills.

Desirable

- 2-5 years of post-qualification experience in leasing / asset management
- Working knowledge of Landlord & Tenant property law

Special Job Requirements

- Full current driving licence
- Willingness and ability to attend industry networking events outside of core hours

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.