

Commercial Property Manager

Level:	Grade 11
Team:	Property and Building Safety - Assets
Line Manager:	Head of Workplace and Commercial Property
Responsible for:	Commercial Property Team

About the Job

- Lead a comprehensive, effective and efficient commercial property management service to both external and internal customers, with responsibility for the valuation and management of the commercial property portfolio.
- Provide advice and manage the acquisition and disposal of land and property.

You'll be trusted to

- Lead and take responsibility for the organisation's commercial property and land portfolio, ensuring maximum benefit and financial success
- Develop and deliver a comprehensive commercial property service, managing assets in line with organisational objectives to achieve maximum returns (financial and corporate social responsibility)
- Identify, negotiate, and secure opportunities to expand the commercial portfolio where this delivers healthy returns and meets business objectives
- Manage and deliver commercial property improvement programmes, ensuring compliance with statutory obligations (CDM, Building Regulations, Building Control)
- Oversee property-related projects from inception to completion, ensuring delivery on time, within budget, and to required standards
- When required, assist the Assets Surveying and Project Team with delivery of projects
- Provide expert advice on commercial and operational assets, including viability of proposals, property management issues, and landlord legislation
- Prepare and present reports and recommendations to the Executive Team, Investment Committee and Board
- Recommend changes to the strategic direction of the organisation and operational business plans to ensure it remains at the forefront of policy and funding changes to ensure ongoing viability
- Coordinate and manage acquisitions, disposals, valuations, estate management, shop refits and project management issues

- Develop and maintain partnerships with agents, landlords, housing associations, and other organisations to support commercial and facilities objectives
- Promote and ensure compliance with health and safety legislation and best practice in property management to minimise risks and financial loss
- Monitor and manage commercial budgets and project-related finances, ensuring income and expenditure align with agreed profiles and business strategy targets
- Be responsible for the financial monitoring of the commercial budgets and any other associated project related budgets
- Promote value for money and efficient operations, safeguarding the financial and reputational wellbeing of the organisation
- Review service delivery standards, specifications, and working methods, recommending changes to meet wider strategic objectives and policy/funding developments
- Actively contribute to the fundamental review and benchmarking of services and implementation of service improvement plans
- Lead, supervise and develop the Commercial Team, including CPD seminars, training support and professional development conversations
- Assist, represent and deputise for the Head of Workplace and Commercial Property as required
- Carry out any other duties appropriate to the role and grade

Who you'll work with:

Internal: All colleague teams, Neighbourhood Panels, senior managers, Directors and Board members

External: Wakefield Council and other Local Authorities, specialist consultants, other registered providers, local elected members

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at level 6 of the Qualifications and Credit Framework such as a First Degree, Award, Certificate or Diploma at Level 6 or equivalent	✓		AF/CQ
Member or Fellow of the Royal Institution of Chartered Surveyors (RICS)	✓		AF/CQ
Hold a full valid UK driving licence with access to a vehicle and the ability to travel throughout the Vico Homes operating area as required on a daily basis	✓		AF/CQ
Effective time management skills with the ability to work to challenging deadlines	✓		AF/I
Excellent negotiation and communication skills	✓		AF/I
Effective leadership skills, using communication, negotiation and motivation	✓		AF
Significant experience in a similar field	✓		AF/I
Extensive knowledge of the management of commercial property	✓		AF/I
Ability to write reports and present information in a variety of formats	✓		AF/I
Ability to undertake complex valuations	✓		AF/I
Act in a professional manner using appropriate conduct	✓		AF/I
Ability to work as a team member	✓		AF/I
Flexible in approach with a willingness to work outside normal office hours on occasion in order to meet the needs of the service	✓		I
Appropriate professional qualification such as Corporate Membership of CIH, CIOB etc		✓	AF/CQ
Knowledge of construction methodology, specifications, building surveying, and experience of managing construction projects		✓	AF/I
Previous supervision or managerial experience		✓	AF/I
Evidence of successful partnership working with stakeholders, communities and partners		✓	I
Able to demonstrate an ability to solve complex property issues considering corporate objectives		✓	I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Knowledge and experience of procurement routes, project and budget management and reporting		✓	I
Excellent understanding of available funding streams		✓	I
Ability to operate within a regulatory environment		✓	I
An ability to adapt based on circumstances and demands of the role		✓	I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification