

## Role Profile

<b>Role Title:</b>	Property Portfolio Manager
<b>Department:</b>	Property Services
<b>Role Purpose:</b>	<p>To drive the delivery of a strategic programme of asset investment and divestment across our portfolio, through the development of stock option appraisals and the utilization of business intelligence to ensure timely, accurate and informed investment and divestment decisions can be made.</p> <p>To determine how best to deliver a programme of targeted investment across our portfolio to address some poorer quality communal and environmental conditions.</p>
<b>Reporting to:</b>	Head of Portfolio Management
<b>Responsible for:</b>	Portfolio Management Officers
<b>Checks:</b>	Basic DBS and Social Media Check
<b>Role Level:</b>	Frontline Manager

<b>Key Role Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review cyclical and capital investment programmes and life cycles to enable optimal asset value.</li> <li>• Implement divestment strategy to tackle loss making / non-core properties and simplify the asset portfolio, developing annual plans to govern.</li> <li>• Act as the Data Steward for property disposals data, taking responsibility for the day-to-day management of the data quality to support the Data Owner (Head of Portfolio Management).</li> <li>• Review business intelligence reporting, ensuring that the right measures and reporting is in place to drive continuous improvement in the delivery of asset investment performance.</li> <li>• Construct business cases around appropriate investment into specific sections of our portfolio to ensure all our different types of properties are relevant and appealing to our diverse range of customers and protect and enhance the value of our</li> </ul>
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	<p>properties and future rental income streams.</p> <ul style="list-style-type: none"> <li>• Produce effective stock appraisal business reports that fully utilises quantitative and qualitative data to support strategic decision making for cyclical and capital asset investment and divestment programmes to enable optimal asset value, delivery of regulatory standards and individual investments across MH stock (aligned to corporate objectives).</li> <li>• Continue to build and develop the Combined Estate Review process.</li> <li>• Provide leadership to focus research and data analysis around business drivers and key strategic priorities.</li> <li>• Research, source, analyse, evaluate acquisition and disposal opportunities, and prepare recommendations to Midland Hearts (MH) Strategic Asset Management Group (SAMG).</li> <li>• Monitor and measure the effectiveness of investment &amp; divestment decisions to support continuous improvement of the portfolio management process and delivery programmes.</li> <li>• Dashboard reporting of key data sets as appropriate.</li> <li>• Manage the E2E process of property disposals to from the outset of decision to sell (Strategic Asset Management group/Exec level decision) through to the completion of the sale, ensuring all property services are decommissioned and disposal processes adhered to, within a timely manner and to an auditable and complaint standard.</li> <li>• Manage collaborative stakeholder relationships across departments and directorates.</li> <li>• To ensure property attributes are properly recorded on management systems as we change property use / hierarchies.</li> <li>• To be able to deputise for Head of PM as / when required.</li> <li>•</li> </ul>
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<p><b>Education, Qualifications and Training</b></p>	<ul style="list-style-type: none"> <li>• Educated to Degree level or equivalent technical level of expertise demonstrated through significant work experience.</li> <li>• Appropriate qualification in Building Construction e.g. MCIQB, MRICS or significant experience of developing Asset Investment Strategies in a property- based environment.</li> </ul>
<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Extensive demonstrable experience in construction or maintenance related procurement and contract management.</li> <li>• Demonstrable experience in the planning process.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrable experience of leading change and performance.</li> <li>• Extensive experience of working with stakeholders, clients and contractors and developing successful long-term working relationships.</li> <li>• Proven experience of achieving challenging targets and objectives.</li> <li>• Excellent construction knowledge including Health and Safety legislation, fire safety, CDM regulations and relevant codes of practice.</li> <li>• Experience of compliance related legislation.</li> <li>• Understanding and ability to undertake and apply risk assessments.</li> <li>• Demonstrable experience of sector leading construction related software.</li> </ul>
<p><b>Role Specific Skills &amp; Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Excellent time management and planning skills with the ability to multitask on complex overlapping activities.</li> <li>• Strong stakeholder management and demonstrable influencing skills.</li> <li>• Excellent communication skills including written communication (report writing), and verbal presentational skills.</li> <li>• Objective and analytical approach in decision making.</li> <li>• Advocate of continuous improvement and new ways of working.</li> <li>• Professional approach to all aspects of service delivery.</li> <li>• IT literate with thorough understanding and application of Asset Management systems, Word, Excel, Access and Power point.</li> <li>• Resilience in all aspects of management.</li> </ul>