## Job Code: RM00156

## Role Purpose

The role holder manages the portfolio, ensuring assets are effectively held, maintained, and disposed of to support national and local housing priorities.The role holder enables strategic asset management and supports acquisition and delivery across programmes.

The role holder ensures compliance with statutory obligations and internal policies, mitigates estate-related risks, and promotes value for money. The role holder collaborates across multifunctional teams, supports the development of a single pipeline and estate plans, and helps deliver housing outcomes through agile and mission-based working.

The role consistently demonstrates and embeds the values and behaviours in daily work, contributing to a positive and inclusive culture.

## Responsibilities

- Leads the delivery of an efficient estate management service, ensuring value for money, health and safety, and risk mitigation.
- Develops and implements estate strategies that optimise income, reduce costs, and manage liabilities.
- Manages site contracts including security, maintenance, demolitions, and small works to ensure operational continuity.
- Supports the relevant teams in onboarding surplus Government sites and integrating them into estate operations.
- Provides expert advice to delivery teams, including preparing reports and recommendations to support decision-making.
- Ensures estate risks are identified and addressed, maintaining compliance with statutory and internal requirements.
- Implements legislative changes affecting the property portfolio and ensures operational alignment.
- Assists in budget preparation and control, managing project holding costs and financial planning.
- Facilitates landlord and tenant activities to maximise rental income and ensure lease compliance.
- Collaborates with internal teams, developers, tenants, and consultants to deliver effective estate management services.

## Additional information

### Qualifications, knowledge and experience

- Degree-level qualification or equivalent, plus relevant professional membership (e.g. RICS, CIOB).
- Demonstrable experience in property or estate management at a senior level.
- In-depth knowledge of housing sector, government policy, and current industry best practice.
- Strong understanding of health, safety, and environmental legislation relevant to property management.
- Experience managing budgets and project holding costs.
- Experience supporting acquisition and disposal of assets within a strategic framework.

## Job Function / Family

**Property Strategy & Portfolio Mgmt** : We cover property strategy and portfolio management, ensuring development and delivery of real estate strategy and business plans and supporting the implementation of strategic


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asset management plans at portfolio and individual level to meet business objectives. Our roles involve establishing strong relationships with senior stakeholders and building a keen understanding of business operating models, strategy, objectives, and risks – representing real estate departments at all levels. We feed in business requirements and provide awareness of big picture issues by playing a critical role in the blending of data-driven knowledge and insights with strategic customer insights; channelling these to design and drive forward the Strategic Asset Management Plan.

## Role Classification

Job Level
**Level 16**

Values and behaviour framework
**Leaders / aspiring leaders**
Additional behaviours aspired to by colleagues who have direct reports or are responsible for leading work through others (i.e. managers, project leaders, those who own an area of technical expertise)

## Legend

Low priority | Normal priority | High priority | Not assessable


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