

Candidate Information

Position: Assistant Estates Manager (Property)
School/Department: Estates
Reference: 25/112871
Closing Date: Monday 20 October 2025 **Salary:**
£41,519 - £49,536 per annum.
Anticipated Interview Date: Monday 3 November 2025
Duration: Permanent

JOB PURPOSE:

To provide professional support in the effective management of the University's property portfolio, ensuring it aligns with the future needs of the University, its staff, and students. The postholder will work closely with the Estates Manager (Property) to assist with core estate management activities, including commercial property management, administrative tasks, and data processing.

MAJOR DUTIES:

1. Assist and support the Estates Manager (Property) to:
 - Provide a professional property support function to inform decision making in the operational and strategic management of the core and residential estate. Core estate GIA 328,000 sq m. Residential estate GIA 97,000 sq m. Total GIA 425,000 sq m. - Manage the University's commercial property portfolio and landlord/tenant matters including: leases/licences; HOT's negotiations; rent reviews; rental invoicing; data management; ground rent management; tenant liaison; legal team liaison. Current annual rental income c.£1.3m.
 - Manage the University's Rates liabilities with particular focus on minimising the annual financial exposure, bill processing, data management, 2026/2029 rating revaluation exercise, consultant liaison, vacant rates management and relief applications. Current annual rates payments £5.7m.
 - Coordinate and manage forecast budgeting for rental income, rates liabilities, service charges and ground rent payments. Liaise with internal finance and accounts teams accordingly.
 - Complete smaller strategic property disposals, acquisitions and rationalisation of the portfolio to ensure the continued best use of the estate in delivering the University's Strategy 2030 objectives and the identified development goals. Input to the process including liaising with external agents and legal team.
 - Coordinate and advise on the annual property insurance revaluation process. Liaise with external consultants and review RICS indices and property construction costs.
 - Manage and complete the annual Higher Education Statistics Agency (HESA) Estates Management Records (EMR) return and produce associated reports to management group, including collating and inputting data into the statutory return.
 - Manage the property legal title archive and database with regular liaison with the external legal team. Respond to internal and external title and boundary queries. Assist with the proposed Lands Registry first registration exercise of all unregistered University legal titles and report regularly to management group.
 - Manage the vacant property management process and assist in identifying future strategies and options. Work with colleagues to identify alternative uses, complete feasibility studies, input to business cases and provide property advice. Assist Estates Directorate teams to help identify space decant options during the delivery of key development projects.
 - Provide general management and analysis of key estates data and metrics to inform management information, decision making, reporting and Key Performance Indicators (KPI's).
2. Apply good estate management practices and work closely with the Estates Manager to present results and recommendations. This may include property-specific advice, briefings, presentations, or written reports. The aim is to provide solutions to issues and support effective decision-making.

3. Keep up to date with developments pertaining to the relevant professional field of interest and the University estate sector generally. This will include appropriate continuing professional development.
4. Ability to work under own initiative with minimal supervision.
5. Any other reasonable duties within the general remit of the post.

ESSENTIAL CRITERIA:

1. A construction/property related degree OR substantial relevant, recent experience in a property/estate management services environment.
2. RICS qualified.
3. Relevant significant post qualification experience to support the management of a large complex estate
4. Professional experience of property management in relation to leases, licences, legal title issues, landlord and tenant matters, rent reviews, rates valuations and management.
5. Highly numerate with well developed skills in relation to statistical and financial analysis.
6. Experience assisting in property budget management.
7. Experience in liaising with external and internal stakeholders, tenants, landlords, and consultants.
8. IT literate with wide knowledge of property management-based systems and data management processes - Databases, Spreadsheet Models and MS Office.
9. Understanding of data management systems, area scheduling and coordination of spatial information in a property environment.
10. Effective analytical and problem-solving capability.
11. Ability to interpret data and present with clarity and accuracy using a range of methodologies.
12. Good communication skills both oral and written.
13. Effective interpersonal and negotiation skills.
14. Able to respond flexibly, work under own initiative, to meet changing priorities, and work on multiple projects simultaneously.
15. Valid Driving Licence or alternative method of travel to meet the needs of the role.
16. Adhere to the University's Core Values in all activities.

DESIRABLE CRITERIA:

1. Working knowledge of RICS Red Book valuations.
2. Prior experience of using MICAD space management database system.
3. Property budget management experience.
4. Ability to write reports.
5. Possess good presentation skills.
6. Evidence of continuing professional development

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Richard McElnay - r.mcelnay@qub.ac.uk.

