

ROLE PROFILE

Job Title: Manager, Technical Development, Estates	Location: London
Reports to: Associate Director, Technical Development, Estates	Department: Technical Development

Summary of the Role's Main Purpose

The Technical Development, Estates team maintain the core requirements in coordinating building related issues across our portfolio and to be the primary source of technical advice to internal stakeholders including, Asset Manager's, Investment, Estate Managers, Customer teams, and others.

The Technical Development team support the wider teams throughout regions in the UK, in all matters relating to occupied / vacant properties and manage the dilapidations and refurbishment programme to ensure premises are presented in a suitable condition to re-let or alter to accommodate customer requirements in accordance with Agreement to Lease documentation.

With multiple refurbishment projects on the go each year, attention to detail and ability to multi-task will be important whilst ensuring projects are completed within budget, specification, and timescale, whilst providing best-in class refurbishment and estate level projects along with sound technical advice relating to all building matters.

In addition to project management, this role will involve supporting with legal aspects of development, costing, procurement, and coordination of third parties such as architects and contractors – proactively managing risks and solving problems at every stage of the process.

To coordinate varied estate level projects to further SEGROs Responsible SEGRO framework and champion low carbon growth.

Principal Accountabilities

Project co-ordination

- To project manage the delivery of new, high-quality estate and property works on time, within specification and on budget.
 - To protect the business from adverse risk (cost uncertainties, project delays, unforeseen problems) ensuring our standards meet and excel against the market's needs and rates.
 - To set up and manage the change order procedure, ensuring "Tenants Variation orders" or "Landlords Variation orders" are completed to update the design and construction team.
 - To conclude all issues in an Agreement to Lease in a timely manner (warranties, test certificates, operation, and maintenance manuals etc.).
 - Whilst not always defined, proactively coordinate strategic, cross BU projects and stakeholder engagements to ensure the business continues to strive towards its Responsible SEGRO objectives and stays ahead of industry legislative and policy changes.
-

Refurbishments

- To coordinate project budget updates and feed into the valuation
- Prepare agreed scopes for projects and capital improvement schemes.
- To manage pre-contract activities including briefing, tendering, and liaison with design & construction team.
- To promote/maintain compliance with SEGRO's Sustainability and Health and Safety Policies.
- To promote/maintain a high level of communication with customers keeping them informed at all times of any works which may affect them or buildings in their vicinity.
- To deliver all projects within budget and on programme, managing all progress meetings.
- To close out project ensuring appropriate documentation is obtained including (Final Account Breakdowns, H&S Files, certificates, warranties, and drawings etc).

Dilapidations

- To prepare Schedules of Dilapidations focusing on the detail to check technical and contractual lease clauses and liability.
- To liaise with customers to ascertain their intentions for dealing with dilapidations liabilities and encourage co-operation to seek amicable settlement where possible
- To monitor customers works (if applicable) and obtain progress reports.
- To instigate, manage and conclude all dilapidation claims in line with SEGRO protocol procedures, dealing diplomatically with customer challenges or queries well in advance of break clauses (directly or via third party consultants).
- To negotiate settlement figures and terms with customers.

Licence for Alterations and Wayleaves

- To provide technical advice to the Asset Manager on requests for occupier alterations and assist customers in achieving acceptable solution.
- To consider applications made under the Licences for Alteration process, seeking approval from and Asset Management and business unit leads, ensuring all alterations are appropriately recorded and inspecting customer's works if appropriate.
- To liaise with the customer to modify the works and improve the quality of supporting information, where necessary.
- Ensure the detail of wayleave agreements is fully interrogated and SEGROs interests are protected.

People Management

- To select suppliers from our Preferred Suppliers list, organise tenders and negotiate contracts with all third parties.
 - To hold regular project meetings with third parties to check progress against plans and tackle any problems or unforeseen issues.
 - To challenge supply chain and apply value engineering processes and principles to reduce unnecessary costs.
-

Core Areas of Knowledge, Skills & Experience

Essential

- Professional qualification (RICS, CIOB or equivalent).
- Refurbishments and dilapidations experience.
- Experience in building contract procurement and management, building construction and defect identification/resolution.
- Evidence of keeping tight control of costs, project plans and budgets, with experience of budget management and financial reporting.
- A high level of customer focus.
- Clear, precise written and oral communication skills.
- Excellent organisational skills and ability to maintain accurate records.
- Intermediate level of skill in MS 'Excel', 'PowerPoint', 'Word' and databases.

Desirable

- Technical understanding of Building Regulations, H&S, CSR and defect analysis Intermediate skill level in Word & Excel and use of databases.

Special Job Requirements

- A full current driving licence.
- Ability to attend industry events outside of normal working hours.

Date of completion: August 2024

At SEGRO we want all 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.