Estates Manager JOB DESCRIPTION

**Job title**: Estates Manager

**Based**: The Old Police House, London, Hyde Park W2 2UH with travel to all parks

**Salary**: £41,551 to £45,000 per annum, depending on experience.

**Terms**: Full-time basis, 36 hours per week, including agile/hybrid working options.

26 days annual leave plus public holidays increasing to 29 days

after 3 years’ service.

A pension scheme and healthcare plan are available.

**Reporting to:** Senior Estates Manager and Head of Estates supporting in the probationary period.

# Responsible for: N/A

**Internal relationships:** Director of Estates and Projects; Estates Team, Park Managers and Assistant Park Managers; Projects Team; Works Team; Landscape Team; Ecology Team; Fundraising & Engagement Team; Executive Committee members.

**External relationships:** Consultants including solicitors, architects, planners, surveyors,

developers, adjoining landowners, the public, government departments, local authorities, contractors, stakeholders.

# BACKGROUND

The Royal Parks is a charity that manages over 5,000 acres of diverse parkland, rare habitats and historic buildings and monuments in eight Royal Parks across London. These are: Hyde Park, Kensington Gardens, The Green Park, St James’s Park, The Regent’s Park and Primrose Hill, Greenwich Park, Richmond Park and Bushy Park. We also manage other important public spaces including Brompton Cemetery and Victoria Tower Gardens. Our

eight Royal Parks and other public spaces are among the most visited attractions in the UK with 77 million visits every year.

The Secretary of State for Culture, Media and Sport has powers of management only over the Royal Parks, they however, have no legal interest in the land itself which remains absolutely vested in the Crown. The Secretary of State and The Royal Park’s therefore have no power to dispose or grant any interest in the Royal Parks (with the limited exception at Regent’s Park) and therefore can only grant a licence terminable on notice.

The Royal Parks has circa 1,000 current agreements for use of buildings and/or land within the Royal Parks, Brompton Cemetery, Victoria Tower Gardens, and freebord land either side of the Longford River. The Estates team negotiates and manages these agreements, which include licenses to occupy buildings and/or land for various uses including cafés, offices, sports clubs, art galleries, works licenses to third parties wishing to install for example memorials or infrastructure in the parks and retention/encroachment licenses to retain those memorials or infrastructure. We also grant licenses for conditional use of freebord land – a 5.03m strip of parkland around the outside of Bushy and Richmond Parks, and a strip of land measuring approximately 6.40m either side of the Longford River, generally for use as a garden. Our licenses are personal to the licensee and are granted by The Royal Parks (on behalf of the Secretary of State) who has the ability to determine such licenses. Importantly, we are also responsible for negotiating easements, agreement for leases, and leases from time to time, usually where statutes require us to do so.

# JOB PURPOSE

To assist with the delivery of an effective estate management function within The Royal Park’s. You would be deal with any property-related matters across the estate. You would assist the Senior Surveyor/Head of Estates and, where necessary, take the lead in negotiating various property contracts, assist with the setting and review of income and expenditure budgets, and have future line management responsibility for one Estates Officer.

You would be required to be well organized, self-motivated, able to work to tight deadlines, and willing to visit all the parks to become familiar with the assets managed by The Royal Parks.

# MAIN DUTIES/RESPONSIBILITIES

1. **Commercial Property**

* Manage non-residential assets within the Royal Parks’ Estate.
* Responsibilities will include negotiating new leases/occupation licences, rent/license fee reviews, compliance, inspections, rent collection, debt management, works licence requests, and business rates issues.
* Identify licensor’s/licensee’s obligations in the various existing commercial agreements and determine/monitor on a regular basis whether both parties are complying with their obligations.
* Ensure that The Royal Parks receive best value for use of property assets within the Estate and that licence fee reviews are carried out and implemented in a timely manner.
* Ensure that any recharges payable to the Licensor are calculated accurately and demanded/paid promptly

1. **Utilities**

* Liaise with the various utility companies to facilitate access for monitoring, repairs, replacement, and installation of new equipment on/under land managed by The Royal Parks. Work closely with Park Managers to ensure access and that works do not coincide with Park events or ceremonies.
* Ensure that The Royal Parks receive best value for such arrangements.

**3) Property Management Database and financial management**

* Oversee the ongoing management of the property management database (which is to be replaced in 2025/26).
* Identify and support ongoing improvements.
* Assist with the preparation of annual budgets for both income and expenditure.
* Assist with the monthly forecasting of income and expenditure to update Finance of any variances.

**4) Strategy**

* Contribute towards and enact priorities identified in the Estates’ business plan.
* Contribute towards the Estates’ licensing policy and risk register.

1. **Longford River**

* Oversee the regularisation of use of the Longford River freebords and the retention of all permitted encroachments.
* Work closely with the Longford River Manager to identify new/unlicensed encroachments and subsequently manage negotiations with third parties (working with the Estates Administrative Officer).
* Support ongoing improvements to the licensing process to make it more efficient and effective.

1. **General**

* Assist the Senior Estates Manager as required and deputise for him as necessary.
* Assist and collaborate with members of the Estates team and colleagues within the wider organization to deliver an exceptional Estates service.
* Build meaningful and professional relationships with our licensees, tenants and other key stakeholders and act as an ambassador to enhance the Royal Park’s’ reputation as an exceptional Charity of choice.
* Help identify and make improvements to existing policies and procedures within the Estates function to make it more efficient and effective.
* Ensure that The Royal Parks receive best value for use of property assets under their care.
* Keep up-to-date with legal/regulatory compliance applicable to the Royal Parks Estate.
* Adhere to The Royal Parks’ Procedures and Policies as well as statutory regulations including compliance, Health and Safety procedures and maintain accurate an up to date database, electronic records system and mapping systems.
* Assist as required with Royal Parks’ projects including the GIS (Digital Mapping) Project and the new Estates Database Project to create and maintain up to date records of the Parks’ property assets.
* Undertake any other tasks as reasonably directed.

**PERSON SPECIFICATION**

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| **Selection criteria** | **Essential / Desirable** |
| **Qualifications** | |
| * Degree level education or equivalent through relevant training/experience. | **E** |
| * Membership of the RICS (AssocRICS / MRICS / FRICS) or working towards it. | **D** |
| **Experience** | |
| * General practice asset/estate manager with experience of working for an estate of similar size and complexity to the Royal Parks. | **E** |
| * Proven effective management of key working relationships –   stakeholder management both internal and external. | **E** |
| * Experience of working as an effective team player, managing team dynamics when working across (internal and external) organisational boundaries. | **E** |
| * Experience of using property management databases. | **D** |
| * Experience of working with a heritage portfolio, preferably for a charity. | **D** |
| * Line Management experience. | **D** |
| **Skills, knowledge and ability** | |
| * Highly organized, used to working with competing priorities, proven record of completing work within tight deadlines. | **E** |
| * A strong working knowledge of relevant statutory requirements and legislation relevant to the Royal Parks’ Estate. | **E** |
| * Ability to identify the main issues in complex problems, clarify understanding or stakeholder expectations to identify the best solution. | **E** |
| * A good communicator with excellent negotiation skills and ability to build relationships and rapport with a wide range of stakeholders. | **E** |
| * Excellent report writing, mathematical, and analytical skills, and the ability to read drawings/maps (notably plans, sections and elevations). | **E** |
| **Other** | |

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| --- | --- |
| * Commitment to The Royal Parks’ values of being responsible, excellent, inclusive, open and respectful, and a commitment to supporting diverse and inclusive teams | **E** |

The Royal Parks is committed to creating a diverse and inclusive workplace and is an equal opportunity employer. We encourage applications from candidates from all backgrounds and successful candidates will be appointed on merit.