

Role Profile

Role title: Estates Manager (12-month Fixed Term Contract)

Reports to: Head of Estates

Location: Field Based

Role Purpose
<ol style="list-style-type: none"> 1. To utilise your RICS qualification in positive pub valuations. 2. To deliver high quality estate management support to relevant field based teams and licensees. 3. To enhance the company's income through proactive management of rent assessment, rent negotiation and other relevant processes. 4. To optimise the company's net income and asset value through proactive management of the non-licensed property and leasehold estate. 5. To manage external agents to ensure provision of a high-quality service. 6. Deliver great customer service, aligned to company values and associated behaviours (shown below), to licensees, Operations and other teams. 7. Ensure compliance with statutory and other legal obligations around the estate.

Key Accountabilities
<p>Driving income and sales</p> <ul style="list-style-type: none"> • Ensuring high quality rent assessments are produced through positive challenge on the potential of each of our sites for the purpose of new lets, rent reviews, renewals and investment proposals. • Managing the rent assessment process to ensure compliance with the company's Code of Practice, the Pubs Code and relevant RICS guidance. • Providing proactive support and leadership to field based teams on potentially difficult rent reviews and renewals to ensure that the company's income is protected and enhanced. • Engaging and managing external agents where additional support is required in advance of final rent and lease negotiations with licensees and their agents, or for third party referrals, to ensure effective solutions are obtained. • Working with Operations Administration to serve relevant notices and managing possession actions where required to enhance future income. • Proactively managing non-licensed estate income and identifying additional non-licensed properties or other opportunities to deliver income growth. <p>Enhancing value</p> <ul style="list-style-type: none"> • Identifying surplus non-licensed and land assets in the estate and develop plans to crystallise value, including securing vacant possession and working with planning consultants. • Proactively managing the non-substantive estate tenure in conjunction with Operations teams to protect the company's assets, ensuring licensees do not inadvertently obtain rights to renewal. • Developing and implementing an estate plan for the leasehold estate to mitigate property costs (rent, service charge etc. and dilapidations). • Enhancing and protecting value through compliance with head lease requirements and actively managing the relationship with superior landlords and negotiation of surrender or acquisition of relevant identified sites. • Managing the estate and ensuring protection of the company's assets through challenging potential boundary encroachment, easements and other ownership issues. • Negotiating with relevant parties regarding potential compulsory purchase orders to extract the maximum value through negotiation or the statutory process.

- Reviewing all title plans, particularly prior to substantive lettings, to protect any surplus land potential and to identify any title shortfalls that need to be addressed.
- Working with the Property Helpdesk team to oversee satisfactory resolution of planning and other notices affecting our sites.
- Managing the rating agents to provide high quality service to licensees and field based teams to reduce licensee costs, and to ensure that opportunities to appeal excessive rateable value assessments are identified.

Improving skills and relationships

- Providing estate management expertise and advice to the field operations teams through regular reviews, ensuring that understanding is improved where relevant.
- Providing high quality support to the Operations Director on all estate management areas.
- Establishing professional relationships with licensees to influence and secure cooperation and agreement to advice provided.
- Providing high quality support to licensees on all estate management areas in line with company objectives.

Person Specification	
Competency Requirements	Technical Requirements
<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. An ability to be autonomous and team orientated. • An ability to challenge positively to achieve desired outcomes. • Highly driven and committed with excellent planning and organisation skills. • Commercial acumen and analytical and negotiation skills. 	<ul style="list-style-type: none"> • RICS qualified in pub valuations. • Strong track record of completing pub rent reviews and evidencing recommendations. • Comprehensive experience with managing compliance and legal matters. • Computer literate – a minimum of intermediate Word, Excel, Outlook and Teams. • Degree calibre. • Full GB Driving Licence.

Key Relationships
<ul style="list-style-type: none"> • Licensees • Business Development Managers • External agents and suppliers • Regional Operations Director • Head of Estates and wider Estates Team • Legal Department • Operations Administration • Group Property & Strategy Director

Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.



Behaviours

1. Clarity for all
2. Positive attitude
3. Passion to succeed
4. Collective accountability
5. Mutual trust
6. Achieve together



Behaviours

1. Show empathy
2. Listen and understand
3. Support, guide, develop
4. Communicate clearly
5. Recognise and appreciate
6. Respect each other



Behaviours

1. Don't fear failure
2. Make impossible possible
3. Innovate and motivate
4. Remove barriers
5. Aim higher
6. Make a difference



Behaviours

1. Take ownership
2. Can do attitude
3. Exceed expectations
4. Aim high
5. Challenge positively
6. Deliver on time



Admiral Taverns is committed to equal opportunities for all and to the provision of a diverse and non-discriminatory working environment.