

Doncaster Sheffield Airport Limited ('DSAL')

Job Description

Job Title: Property Manager

Reports to: Finance Director

Department: Property

1.0 Job Purpose Statement

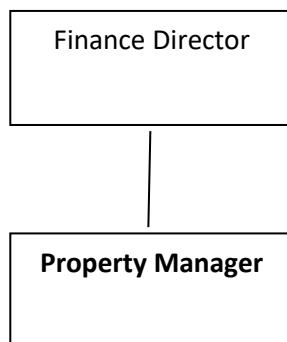
1.1 Reporting principally to the Finance director but also assisting and reporting to the senior DSAL Management team (and Managing Director) in providing property and asset management advice & support in respect of the DSAL property holdings including input into strategic planning, identifying new commercial property opportunities including undertaking development opportunity feasibilities, coordinating day to day property and transaction management, ensuring accurate management information, methodology and procedures are in place in terms of occupier's obligations, appropriate invoicing and management reporting for DSAL including preparation and delivery of board reports where required.

2.0 Principal Responsibilities:

- 2.1 To lead on property and asset management of the existing DSAL property estate, managing tenants and protecting the Airports' property interests providing support as required to operational colleagues and overseeing commercially driven development and refurbishment projects across a diverse property portfolio.
- 2.2 To take the lead on dealing with enquiries for new property, liaising with internal and external stakeholders to develop a business case and any planning permissions required. In particular: working with agents, Operations and the prospective customer to agree specifications and land allocation for construction where possible aligned with Masterplan and other strategic plans of the business.
- 2.3 As a member of the management team, to ensure the highest possible standards are maintained in line with Company values, behaviours and leadership.
- 2.4 To oversee rent reviews for existing property and tenancies and to ensure that suitable tenancies and leases are in place for all customers so that unregulated agreements are minimised.
- 2.5 To ensure wherever possible that vacant space and associated void costs are minimised.
- 2.6 To manage strategic relationships with property customers and stakeholders at all levels relating to Airport property activity across local management teams, the wider Peel Group and external suppliers and consultants.
- 2.7 To lead internal and external professional teams on project related initiatives and day to day property management activities.

- 2.8 To ensure robust processes are in place to capture all information necessary for accurate billing based on contractual obligations and commitments accommodating future changes and reporting for multi-income stream accounts
- 2.9 Ensuring accurate Property Management records for reference, invoicing, transaction management and management information and reporting.
- 2.10 To oversee property asset and insurance re-valuations and business rating consultants.
- 2.11 To oversee tenant re-charging methodology and implementation in respect of service charge/utilities/Insurance/Business rates etc.
- 2.12 To ensure that the Business Rates assessment is accurate and up-to-date, and that all available discounts, relief and rebates are duly negotiated and received.
- 2.13 To formulate and fulfil property related budgetary targets.
- 2.14 To collate and prepare board reports and attend meetings as and when required.
- 2.15 To work closely with the finance and operational management teams to manage property debt and action in event of tenant default respecting the complex nature of business relationships across airport divisions.
- 2.16 To liaise closely with the Property Manager responsible for adjoining land bank owned by other Peel Group companies. Peel aspires to developing deals which may be sited on this adjoining land bank (or straddling the adjoining land and DSAL land) but which have aeronautical activity on the Airport.
- 2.17 Any other ad hoc duties which may occur from time to time and are considered to be within the post holder's capability, to ensure business continuity.
- 2.18 Whilst at work the post-holder will be expected to comply and co-operate with the company's Safety Management System (SMS) and is reminded of the employee's responsibilities as detailed in Sections 7 & 8 of the Health and Safety at Work Act 1974. The post holder will:
 - 2.18.1 Take reasonable care of the health and safety of him/herself, the Property Team and activities and other persons who may be affected by his/her acts or omissions at work
 - 2.18.1 Co-operate with the Company management so far as is necessary in order that the Company can carry out its statutory duty under the Health and Safety at Work etc. Act 1974 and all relevant statutory provisions
 - 2.18.2 Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
 - 2.18.3 In addition, the post-holder will comply with the more specific requirements contained within the Safety Management System and associated documents.
- 2.19 Whilst at work the post-holder will be expected to take into consideration how their individual and collective actions may affect the Airport Company's continued compliance with environmental guidance and legislation.
 - 2.19.1 Take responsibility for their actions and co-operate with the Airport Company Management so far as possible to minimise and prevent the potential pollution of the environment.
 - 2.19.2 Not to intentionally or recklessly interfere with or misuse plant equipment, procedures or instructions that may lead to a pollution incident.

3. ORGANISATION CHART:



4. Dimension

Office location is at Doncaster Sheffield Airport, with travel required to the Peel Offices in Manchester, as and when required.

The existing property estate at DSAL comprises the main Terminal buildings, ancillary offices, Hangars, fuel farms plus Fire Stations/Control towers etc. with substantial land holdings for further development. Commercial space is let on Lease & Concession agreements & ranges from small retail units in the terminal to 60,000sqft hangars with multiple occupation agreements and a rent roll approaching £1.1M pa excluding concession turnover.

5. Key Contacts and Relationships

Key internal relationships include: Finance Director, DSAL Management team, and Peel Group central team support as required.

Key External relationships Include: Tenants, Property Lawyers, Rating consultants, Agents, Architects, and insurance brokers.

This job description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties in line with the seniority of the role. The post may change over time to reflect the developing needs of the group and its services, as well as the personal development needs of the post holder. This job description will be subject to regular review and adjustment.

I agree that this job description accurately describes the above post.

.....
(Employee's Signature)

.....
(Dated)

.....
(Manager's Signature)

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(Dated)

Person Specification

- Ideally degree qualified or similar qualification would be desirable
- You will have experience of all aspects of commercial property including acquisitions and disposals, real estate finance and property development.
- You will have strong knowledge of English law relating to property, in particular Landlord and Tenant Act.
- An ability to interpret and extract information from leases
- MRICS qualified and management experience
- You will be a natural relationship-builder with really strong communication skills.
- Strong administration, excellent attention to detail and IT skills (MS Office)
- Strong numeracy and database skills
- An understanding of the technical aspects of commercial property management
- A cost conscious and commercially focused attitude
- Criminal Records Check and a five-year background check
- Able to work in stand-alone position