
NHS PROPERTY SERVICES LTD**Job Description**

Job title:	Leasing Manager
Level:	3
Type of role:	Permanent
Base:	London
Travel requirements:	Yes
Responsible to:	Principal Leasing Manager
Directorate:	Asset Management
Job reference:	LM_LON

Main purpose / scope of the role

To manage an agreed property portfolio ensuring that all leasing arrangements are in line with NHS PS policy, guidance and processes ensuring all property matters are concluded effectively. This will include but not limited establishing leases for freehold properties, subleasing of leasehold properties, licenses and/or Tenancy at Will.

The role will act as a focal point to collate all activity within a defined zone and coordinate with the Principal Property Manager (PPM) and Senior Property Manager (SPM) to ensure a consistent and coordinated approach across the Company.

Key duties and responsibilities of the role

- To provide high level contributions to establishing strategy and wider policy initiatives that support the effective management of the estate and related assets (as appropriate); this would ordinarily but not exclusively cover reconfiguration, optimisation and void management initiatives. The focus being to identify commercial opportunities to improve the efficiency of the estate working with the appropriate commercial support resources that are available within the company.
- To formulate letting strategies in conjunction with the regional property management team for all properties requiring letting activity and to manage out those strategies to a successful completion. Ensure that appropriate resources are available and being focused on delivery, with all transactions complying with current company policy, wider NHS guidance (e.g. Estate code) and government policy

- To be the regional owner and be responsible for driving through to completion the agreed regional lease regularisation programme working in conjunction with the central LRP team, appointed letting agents, the internal operational teams (property management, FM, projects, finance) and the regional LRP letting agent Montague Evans.
- To be the regional focal point providing advice and guidance for all tenancy related matters for existing and new leases to include advice in relation to tenancy arrangements, advising tenants as to the various responsibilities, obligations and covenants in accordance with the leases particularly on issues surrounding alienation, alteration and repair.
- Managing lease negotiations with tenants and solicitors as appropriate, achieving favourable terms for NHS Property Services Ltd in accordance with policy and guidelines.
- Agreeing service charges and apportion to tenants appropriately in conjunction with Senior Property Managers and Service Delivery Manager leads.
- Responsible for ensuring the Property database is updated in a timely manner ensuring that the correct tenure information, rent reviews, break options, rent, landlord and tenants details are captured.
- Working in conjunction with the PPM & SPM ensure the rent and service charge costs associated with each lease are consistent and correct and update data to ensure maximum efficiency.
- To procure and performance manage any other outsourced professional leasing team resource to assist with the delivery of the agreed leasing programme.
- To track monitor and control to budgeted levels all professional costs (surveyors, legal other) arising from the lease conversion programme.
- To proactively participate in the assessment process in respect of the 'Vacant Property Handback Policy'. This will necessitate appraising all vacant property candidates within 15 working days in order to formulate letting strategy and firm up letting assumptions. Then post acceptance of the notice, to proactively pursue letting strategy utilising both internal and external outsourced resource.
- To keep a detailed regional tracker report of all leasing activities that forms the basis of regular update reviews with the zonal letting managers, LRP team, outsourced lettings specialists, regional PPM's and SPM's, Central LRP team and finance team. The tracker report to identify all categories of letting activity, showing amount of vacant space by rent payable, letting ERV, other letting assumptions/ key personnel responsible for leasing.
- To provide support to the field based property management teams and central professional services team in teams in respect of the provision of comparable evidence and ERV's and best in class regional advisors that assist their activities such as sub-lease renewal, conversion of

Business Transfer Agreements, new service provider leases to also include newly transferred properties to NHS PS.

- To participate in the dispensation panel that will consider non-standard letting and LRP deals that requires approval. The dispensation panel will :-
 - Consider property transactions in accordance with NHS PS strategy and policy and accept or reject them depending on the severity of derogation.
 - Oversee compliance with property transactions and ensure the approach is uniform.
 - Ensure decisions take into account policy and strategy and to consider the overall affect to other parts of the business.
- To ensure that all feedback following the issue of HoT's from GP's, Providers and Commercial entities are properly recorded and responded to. Also in the light of HoT responses assist in the tactical selection of lettings candidates that would seem to be the most likely conversion candidates in the earlier phases of the LRP programme.

Person Specification

	Essential	Desirable
Qualifications	<p>An estate management or property master's degree or equivalent relevant professional experience.</p> <p>Membership of a professional body such as RICS or equivalent or relevant professional experience plus a willingness to gain the qualification</p>	
Knowledge	<p>Able to demonstrate a thorough understanding of land law and all landlord and tenant legislation</p> <p>Good working knowledge of asset management and systems.</p>	A working knowledge of the Premises Directions 2013
Experience	<p>Substantial experience of working in a large portfolio environment with high volume of leases to regularise and document.</p> <p>Track record for delivery of leases in difficult and challenging circumstances</p>	<p>Knowledge of the NHS organisational landscape, interaction and responsibilities.</p> <p>Significant and relevant post qualification experience, gained over an extended period</p>
Skills	<p>Strong negotiator</p> <p>Familiar with large organisational processes</p> <p>IT and databases</p>	<p>CAD experience</p> <p>Use of Cube Horizon database</p>
Personal qualities/abilities	<p>Good interpersonal skills</p> <p>Team player</p> <p>Demonstrate enthusiasm and motivation of self and others</p> <p>Personable with the ability to develop strong appropriate working relationships quickly</p>	
Other requirements as applicable	<p>Flexible and adaptable</p> <p>Willing and able to travel within England as required</p>	