

Graduate Trainee - Assistant Estate/Asset Manager Job Specification

The business of L&Q Estates Limited is to identify, acquire and promote land for development. We have been in this business for over 60 years - consequently, we own or promote over 150 sites, mostly but not solely, in the Midlands and Southeast and the near Southwest. The nature of our work means that our landholdings need to be carefully managed, physically and legally to ensure that, when they are ready to be sold or developed, they are fit for purpose.

We are looking for someone to work primarily with our asset management team, to look after and manage those landholdings

We have room in our friendly, forward-looking organisation for someone to learn from our experienced team and then, utilising the skills that they bring to the job and the ones that they have learnt on the job, to progress to a management. We believe that we are a great place to work - in a recent, anonymized, "Great Place to Work" Survey, 95% of our staff stated "this is a great place to work".

Working under the supervision of our in-house Asset Manager, we are looking to train someone to become familiar with all our estates, sites, and asset preservation methodologies and to get to understand the history of the same and the future that they have.

After an appropriate amount of in-house, on the job training, your main tasks and responsibilities would be as set out below. You would also be expected to communicate with and manage our tenants, agricultural, domestic and business, and also manage contractors, where necessary as well as ensuring that both land and associated buildings are maintained to appropriate standards.

Core Objectives

You will have a diverse range of tasks which will include being part of our estate management team, managing tenants, keeping the sites generally well run and maintained, free from encroachment, trespass, establishment of footpaths etc and ensuring safety and security on the estates by liaising with security/ground staff.

These objectives will include regular checks on site and assessments for maintenance, health and safety and security and liaising with your Line Manager, ensuring jobs are performed as they are required.

Main Tasks/Duties and Responsibilities

- To agree a schedule of sites with the Asset Manager and to make planned visits at a frequency to be agreed, taking photographs and recording condition and any encroachment, unauthorised use etc.
- The safety and security of estate including key holder responsibility
- Managing the maintenance of the site/estate to agreed standards
- Ensuring the general safe running and upkeep of estate to required standards
- Liaison with external suppliers/contractors as necessary and ensuring compliance with our Modern Slavery protocol
- Agree and adhere to allocated budgets and maintain applicable quality standards and records
- Ensuring adherence to statutory obligations and quality and best practice guidelines

- Ensuring, in conjunction with the team, all tenancies are renewed in an appropriate and timely fashion and minimising any conflicts with the wider aspirations of development.
- Liaison with our legal team
- Liaison with colleagues to ensure any statutory inspections are undertaken
- From time to time you may be expected to be part of the wider projects & schemes as are reasonably required

Our expectation will be that you will carry out your duties to the best of your ability, having consideration for the needs of your colleagues and its clients/customers and compliance with the company's rules, procedures and policies

People or equipment

You will have the benefit of working within a team of colleagues who will be willing and able to assist you with your various tasks

We will offer you a supportive, friendly and successful workplace with genuine opportunities for advancement in an interesting, competitive and fast paced business, for a competitive remuneration. In return we will ask that you:-

- have a degree in Real Estate & Property Management (or equivalent)
- demonstrate knowledge of applicable codes, standards, and regulations
- skills in general estate maintenance, particularly agricultural
- have the ability and willingness to share knowledge
- bring to the table excellent interpersonal, organisational and communication skills
- demonstrate high integrity and honesty in all dealings
- be friendly and approachable
- to have good attention to detail
- have the ability to work under pressure
- hold a full driving licence and means of transport and be prepared to drive distances

Once in post, you will need to have and maintain (with regular training and updates as necessary) the knowledge, technical skills and qualifications that are necessary to perform your job role in order to comply with the requirements of the company and any applicable rules, regulations and with any law which applies to your job role. The company will encourage you to join a suitable professional organisation and will reimburse any annual fees associated with this

Special Working Conditions

The nature of your role will require you to travel within the area that your team covers. However, from time to time you may be expected to travel outside that area as the job role requires. Your reasonable travel and subsistence expenses will, be reimbursed.

Hours

Your usual working hours will be from 9am to 6pm, Monday to Friday (although the company currently offers a 4:30 finish on a Friday) . However, you will occasionally be expected to work, as and when necessary, outside these hours to meet the needs of the team and your targets. Your designated place of work will be our offices situated in Warwick

Please send your CVs to **James.Mooney (Land Sale Director) James.Mooney@lqestates.co.uk**, together with a covering letter explaining why you think you are a good fit for this role. Closing dates for applications is close of business on Friday 29th October 2021.

We will contact candidates for interview by 12th November 2021. Unsuccessful candidates will be notified **or** if not notified by this date candidates should assume they were not successful .

If you have read this job application and you are not a Graduate, or do not yet have the experience for this role, but still think you might have a role with us, please do send us an email, we are looking to grow the company and are expecting to introduce a number of trainee positions over the next twelve months or so. We will, accordingly, keep your name on file for review as and when an opportunity arises.