

## **Greenwich Hospital: Head of Asset Management**

Greenwich Hospital is thrilled to offer this opportunity, seeking a candidate who will strive to develop a diverse and historic property portfolio for a good cause - a charity that delivers support to Royal Navy and Royal Marines personnel, past and present, and their families.

We aspire to be innovative, proactive, collaborative, and accountable. Our new management team believes in supporting a diverse and accountable team.

We can be great together. Join us.

**Closing date for applications:** 9am, Monday 8<sup>th</sup> February 2021

**Starting date:** ASAP

**To apply:** E-mail a copy of your CV with a covering letter (explaining why your approach and experience fits you to be the Head of Asset Management we need) to [jobs@grenhosp.org.uk](mailto:jobs@grenhosp.org.uk).

### **About Greenwich Hospital**

Greenwich Hospital has been providing crucial support to serving and retired Royal Navy and Royal Marines personnel and their families for over 300 years. Our focus is on proactive, impactful and empowering interventions to improve the lives of our beneficiaries.

Based out of our central London head office, a small, nimble team manages around £4m spend on charity every year, and around £350m of assets. We are a Crown charity supporting Naval Charities throughout the UK, funded by income received from our property and equity investments. There are no public funds donated.

The Hospital follows the Charities Commission guidelines, and is audited by the National Audit Office. We are connected to the MOD and the Royal Navy.

<b>Job title:</b>	Head of Asset Management
<b>Department:</b>	Property
<b>Salary range:</b>	£48,000-£55,000
<b>Working hours:</b>	Mon-Fri, 9am-5pm (1hr lunch)
<b>Location:</b>	London (may include some time working from home and travel)
<b>Reports to:</b>	Director of Finance & Resources (tbc)
<b>Manages:</b>	Property Assistant (vacant)
<b>Works with:</b>	External property consultants and agents, GH's lawyers, Director GH, Head of Commercial; Development, Financial Controller

### **Job Purpose**

- Managing GH property assets, maximising sustainable returns and values, to support the ongoing delivery of GH's charitable objectives.

### **Key responsibilities**

- Provide suitable scrutiny and challenge to Greenwich Hospital's property agents, such that GH's property portfolio can achieve necessary financial returns.
- Oversee strategic development of Greenwich Hospital properties from its portfolio, in so far as they are to be retained in the medium to long term as assets (as opposed to developments), whilst recommending suitable ways to improve financial performance of those properties.
- Prepare reports on GH's property portfolio and ensure that relationships are managed well.
- Ensure excellent standards in documentation and communication, such that accurate records of GH's property portfolio are readily accessible, and Senior Management and Advisory Members are well informed as to the state of GH's investments.
- Lead and line manage property team to high standards.

### **Accountabilities**

- Maximising of returns and values of the GH property assets.
- Accurate records of GH's property portfolio and its management.
- Relationship management with stakeholders and partners (internal and external), including tenants (indirectly).
- Compliance with regulation and legislation, as well as internal policies and procedures.
- Proper and economical maintenance of GH's properties.
- Positive reputation of Greenwich Hospital estate.

## Goals

- Successful delivery of asset management to budget.
- Strategic improvements to the portfolio's management that deliver appropriate and improving returns.
- Maintenance of high standards across the property portfolio.

## Knowledge, skills & abilities

Item	Essential (E) Desirable (D)
Knowledge of property regulations and legislation	E
Knowledge of tenancy management, throughout a lease lifecycle	E
Budget management	E
Project management	E
Proven ability to develop constructive relationships with external parties to ensure success	E
Detailed knowledge of financial and risk appraisal of property assets	E
Commercial acumen	E
Excellent written and oral communication skills	E
Strong contract management skills	E
Detailed knowledge of valuation methods and practice	D
Detailed knowledge of optimising tenancy agreements	D

## Education & Experience

Item	Essential (E) Desirable (D)
Proven experience within a property management role (5 years minimum)	E
Experienced in implementing procedures and practices to ensure effective project control	E
MIRPM, RICS or similar qualification	E
Experience of reporting at Board level	D
Experience in dispute resolution	D

## Person Specification

- Act with integrity, honesty, and professionalism always
- A strong ambassador to both internal and external contacts
- Treats all people with respect and dignity.
- Takes responsibility for actions and remains accountable.
- Team player