

We are hiring...

An Estates Surveyor to undertake the estates management and development of Catalyst's property portfolio assets.

Key Information

- Permanent full-time contract
- Full flexibility with some attendance at evening and occasional weekend events.
- Salary range: £30,000 - £40,000 depending on experience/qualifications.
- Competitive Benefits Package including private medical insurance, generous pension contribution and bonus opportunities.
- Based at The Innovation Centre, Queen's Island, Belfast.
- **Closing date for applications** is Monday 29th April 2019 at 12noon.

We are Catalyst

A community of innovators so powerful its people can change the world.

We are an independent, not-for-profit organisation working together for the greater good, enabling a connected community of like-minded innovators in an entrepreneurial eco-system that is the key driver of the knowledge economy in Northern Ireland.

We are a force for good, bold in our approach, with integrity at our core and passion in everything we do.

The Role

As Estates Surveyor, you will play a lead role in the management and development of the commercial property portfolio of workspace assets reporting to the Director of Corporate Real Estate and Facilities.

Functions

1. To play a key role in the overall strategic asset management of Catalyst's land and property assets in order to ensure that Catalyst's assets are effectively managed.
2. To undertake management of Catalyst's portfolio of properties, including lease/licence negotiations, estate management, rent reviews, terminations, dilapidations, consents, etc. as appropriate and to maximise returns from same.
3. To manage the database of lease, service charge and other recharge including interaction with Finance division regarding billing and debt recovery.
4. To coordinate with the Finance Division the preparation of service charge annual budgets, annual reconciliations, etc. including other recharges.

5. To co-ordinate and manage insurance cover and any claim management including interaction with brokers, solicitors, etc.
6. To maintain databases of current occupancy, demand for space, availability of other spaces across the region, developments under construction, developments in planning, etc.
7. To coordinate the preparation and submission of rating appeals in respect of properties and assist with negotiations in respect of the same.
8. To prepare instructions for and liaise with external solicitors for the implementation of agreements reached for leasing, surrenders, etc.
9. To prepare licences for co-working desks and small suites for the implementation of agreements reached for space occupancy, etc.
10. To undertake the preparation of evidence for references to the Lands Tribunal or Court hearings in respect of lease management, rent reviews, rating appeals, etc.
11. To manage provision of asset valuations for capital accounting purposes.
12. To assist with Catalyst's delivery of physical development working collaboratively with the design team, statutory authorities, external partners and stakeholders.
13. To liaise with Commercial property consultants plus Marketing Agencies regarding promotion of space
14. To work alongside Facilities Manager regarding all operational and financial matters
15. To keep under review new developments in the relevant field of professional expertise and make periodic recommendations to relevant senior managers.

Person Specification

Areas to be assessed	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant degree in Real Estate Management or related discipline. 	<ul style="list-style-type: none"> RICS Membership
Experience/knowledge	<ul style="list-style-type: none"> 3+ years' post qualification experience in commercial property management Experience of service charges, including apportionment and setting budgets. Successful working history of landlord and tenant negotiations for leasing, licencing, rent reviews, dilapidations, and consents. Appointing, managing, and working with both in-house and external surveyors, solicitors, other professional services and contractors. 	<ul style="list-style-type: none"> Knowledge of property data management systems. Tenant management experience
Skills/qualities	<ul style="list-style-type: none"> Ability to effectively communicate and collaborate with a diverse range of people Ability to treat highly confidential information with care & discretion. Ability to remain energetic and positive in a fast-paced environment. Self-motivated and driven to deliver in a timely manner with the ability to take on projects and complete with limited direction/supervision 	
Special requirements	<ul style="list-style-type: none"> Proof of right to work in the UK Flexibility with regards to job responsibilities. On occasions to work evenings and weekends. 	