

Head of Portfolio

Job Description

The Purpose of your role in Our Co-op

As the Head of Portfolio, you will serve as a key member of the Leadership Group, guiding the strategic direction of our property portfolio. You will lead initiatives aimed at maximising profitability, enhancing asset value, and actively contributing to the overall success and growth of our organisation.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

The Team you are joining

Within our co-op, the Property Portfolio Team plays a crucial role of overseeing our substantial Property estate. The Society owns 500+ investment properties, which consist of office, industrial, retail and residential properties. Our core functions encompass strategic asset management, property management, development and contributing significantly to the business through income generation and capital growth.

Your reporting lines

Location: Wherstead Park, Ipswich, Suffolk, IP9 2BJ

Department: Central Office, Portfolio Team

Reports to: Chief Property Officer - Stuart McDonald

What you will be working on at Our Co-op

1. Comprehensive Property Management Service

- Deliver a thorough and professional property management service to the Society, ensuring all properties are effectively managed, maintained, and utilised to achieve organisational objectives.

2. Strategic Asset Management

- Collaborate with the Chief Property Officer and advise the Senior Leadership Team on opportunities for growth and asset management within the portfolio, aiming to maximise profit and capital appreciation.

3. Procurement and Asset Management Services

- Procure property and negotiate asset management services on the best possible terms, ensuring the Society's portfolio is effectively managed and optimised for profitability and capital value.

4. Compliance and Legislative Adherence

- Ensure compliance with all appropriate legislation and codes of practice related to property management, minimising legal risks and ensuring ethical and legal standards are met.

5. Budgeting, Planning, and Performance Management

- Prepare and deliver revenue and capital budgets, develop programmes for maximising profitability and capital value, actively manage budgets, and implement, monitor, and review appropriate Key Performance Indicators (KPIs) for the Property function to ensure efficient performance and accountability.

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

The skills, knowledge and experience we are looking for

As a leader you will require specific skills, knowledge and experience to succeed in the role of Head of Portfolio; these are:

Skills

Leadership and Integrity

- Ability to place the Society's vision and mission at the centre of decision-making.
- Demonstrates integrity reflective of the Society's values.

Communication

- Effective verbal and written communication skills.
- Ability to communicate with people at all levels within the Society and external stakeholders.
- Can prepare reports in a concise and easily understandable manner.

People Leadership

- Skilled in leading people.
- Ability to relate to people at all levels.
- Ability to collaborate cross-functionally and make decisions right for the business.

Business Acumen

- Opportunistic and entrepreneurial mindset.
- Ability to make convincing business cases for major property-related investments.
- Financially astute.

Organisational Skills

- Excellent organisational abilities.
- Ability to work under pressure, be flexible, and meet tight deadlines.
- Technically proficient in the ability to work with modern technologies.

Adaptability and Enthusiasm

- Adaptable, enthusiastic, committed team player.
- Good sense of humour.

Knowledge

Commercial Property Management

- Extensive experience in Commercial Property/Portfolio Management.
- In-depth knowledge of the East of England commercial property market.

Experience

Senior Reporting and Collaboration

- Experience in reporting and collaborating at a senior level.

Qualifications and Professional Membership

- Minimum 5 years post-qualification experience in a Commercial Property/Portfolio Management role.
- Membership of the Royal Institution of Chartered Surveyors (RICS).

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Industry Relations

- Wide experience dealing with Local Authorities, Agents, Developers, and others involved in property management, acquisition, and disposal.

Other

- Hold a current valid driving licence.

Things you need to know

This is a hybrid-working position which will require you to balance time in our office and working from home, the arrangements of which will be discussed at Interview.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.

Our Values

At Our Co-op, we live by a set of four values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.

Do the right thing

- We're fair, trustworthy, honest and open
- We behave in an ethical way
- We care for our colleagues, members, customers, suppliers and communities

Whichever value we are living, unstoppable, stronger together or a place for people to grow, we should be **doing the right thing** at the same time.

Unstoppable

- We're courageous, determined and resilient
- We welcome change
- We believe that 'speaking up' is important in helping us to improve
- We try new things, even if it means not getting it right first time

Stronger together

- We create a positive working environment through building good relationships with others
- We work as one team, wherever we work in our co-op
- We celebrate our differences

A place for people to grow

- We're open to learning new things every day
- We support each other to grow
- We strive to be the best we can be, personally and professionally