**Job description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role title:** | Commercial Property Lead | **Version number:** | 1.4 |
| **Reports to:** | Head of Property | **Directorate:** | Property |
| **GGS:** | TBC  | **Location:** | Reading  |
| **Organisation structure & department profile:** | The Property Department is responsible for the estate management and implementation of property and planning strategies across the shared and unilateral network property of EE & H3G and to ensure partners & suppliers adhere to agreed guidelines when undertaking work or upgrades on the network property estate.The Commercial Property Lead reports into the Commercial Manager (day to day functional activities) and reports directly to the Head of Property (line management) The Commerical Property Lead and will support the teams responsible for the contract management of partners to ensure operational expenditure relating to Rent, Rates & Power performs within financial targets. |
|  |  |  |  |  |
|  |  |  |  |
|  |  |
| **Role purpose:** | To Support in the management of commercial Property contracts. Ensure that best value and benefit is achieved from our primary estates management, treasury services and energy management contracts. The role purpose is also to manage and implement projects and workstreams to maximise the Property Opex opportunities available to MBNL. Typically relating to Rent, Rates and Power, while working cross-functionally to ensure the company objective to keep the network ‘always on’ is not jeapordised due to power failures or landlord disputes. |
| **Key Responsibilities & Accountabilities:****(In priority order)** | * Manage projects relating to Property’s portfolio of sites.
* Identify and implement ongoing continual improvement plans for financial savings.
* Support in the management of commercial property contracts including auditing, ensuring performance against KPIs and authorising payment requests.
* Enhance relationships with commercial partners
* Work with Finance department to ensure “no-surprises” for month-end reporting.
* Work with Estate management partner to obtain advise and ensure opportunities are maximised.
* Work with Energy management partners to obtain advise and ensure opportunities are maximised.
 |
| **Key Challenges:****(in priority order)** | * Managing across a diverse user group and multiple business units and 3rd party suppliers
* Managing across a diverse system and application environment across multiple infrastructures
* Managing demarcations of responsibility across a wide range of organisations including shareholders and suppliers.
 |
| **People Management:** | **Line Manager?** | **No** |
| **Virtual (project) Manager of people?** | No |
| **Responsible for:**allocation of work (task based)setting direction (objective based)performance managementrecruitmentabsence management | NoNoNoNoNo |
| **No of direct reports:** | n/a |
| **Overall team size (headcount):** | n/a |
| **Other People Mgt comments:** | Strong portfolio management skills requiredAbility to manage a virtual team within our partner organisations is crucial for this role. |
| **Financial:** | **Budget manager** | No |  |
| **OPEX responsibility** | £ | n/a |
| **CAPEX responsibility** | £ | n/a |
| **P&L responsibility** | £ | n/a |
| **Other Financial Impact comments:** | Although not directly responsible for any budgets, the role is very influential on performance and hence an understanding of budget management is a must |
| **Key Relationships:****(level, nature & purpose)** | within own function:* Commercial Property Manager & peers
* Influencing, providing technical information to non-technical audience

across other function:* Commercial Finance Manager, Financial Analysts, Financial Controllers
* Operations and Deployment
* Influencing, providing technical information to non-technical audience

external suppliers: * Key opertaional contact with key suppliers providing services relating to Rents, Rates & Power.
* setting direction, motivating, receiving technical information

external customers:* Key operational contact for Property-Opex related queries (rents, rates, power) within Shareholder companies
* Influencing, providing technical information to non-technical audience

Key skills required:Influencing, negotiating and supportingEnsuring inititiatives are developed appropriatelyEnsuring inititiatives and projects are delivered on time and within budget.  |
|  | **Other key relationship comments:**Act as an Ambassador both for MBNL and the shareholder organisations. |
| **Key MBNL behaviours** | **Shine:** Be an ambassador for MBNL.Be courageous and resilient. Grow and stretch yourself, rise to the challenge**Collaborate:** Be positive. Actively seek others out and build effective relationships. Have open, honest & transparent conversations**Deliver:** Create a plan, regularly review and measure against that plan. Have a can-do attitude, learn from your experience**Lead:** Create, innovate and inspire. Challenge the norm and bring people on the journey |
| **Critical Knowledge & Experience (non time related):** | **professional / technical*** Undergraduate Degree level or equivalent
* 3 years experience working within Energy Management or Property Services
 |
| **must have:** | • Degree level education or equivalent• • Excellent communication skills – written and verbal• Ability to prioritise work based on importance• Planning & Organising• Working Collaboratively• Focusing on the Customer• Influencing & Persuading• Delivery of ResultsAbility to translate technical issues in business impact termsExperience of working with large data and across large property portfolios |
| **nice to have:** | 3 years experience working within Energy Management or Property ServicesUnderstanding of the Power Industry and opportunities relating to Power Management StrategiesProven commercial experience |
| **business / context**internal company knowledge (policies; procedures; strategies); industry background; knowledge of external market |
| **must have:** | Good understanding of company and department strategy and objectives |
| **nice to have:** | Understanding of the Telecommunications industry  |
| **Any other comments:** | Open to talented candidates wishing to develop in one of the most varied and interesting roles in our company.Reading based with frequent travel to Shareholder and supplier offices in the UK. |