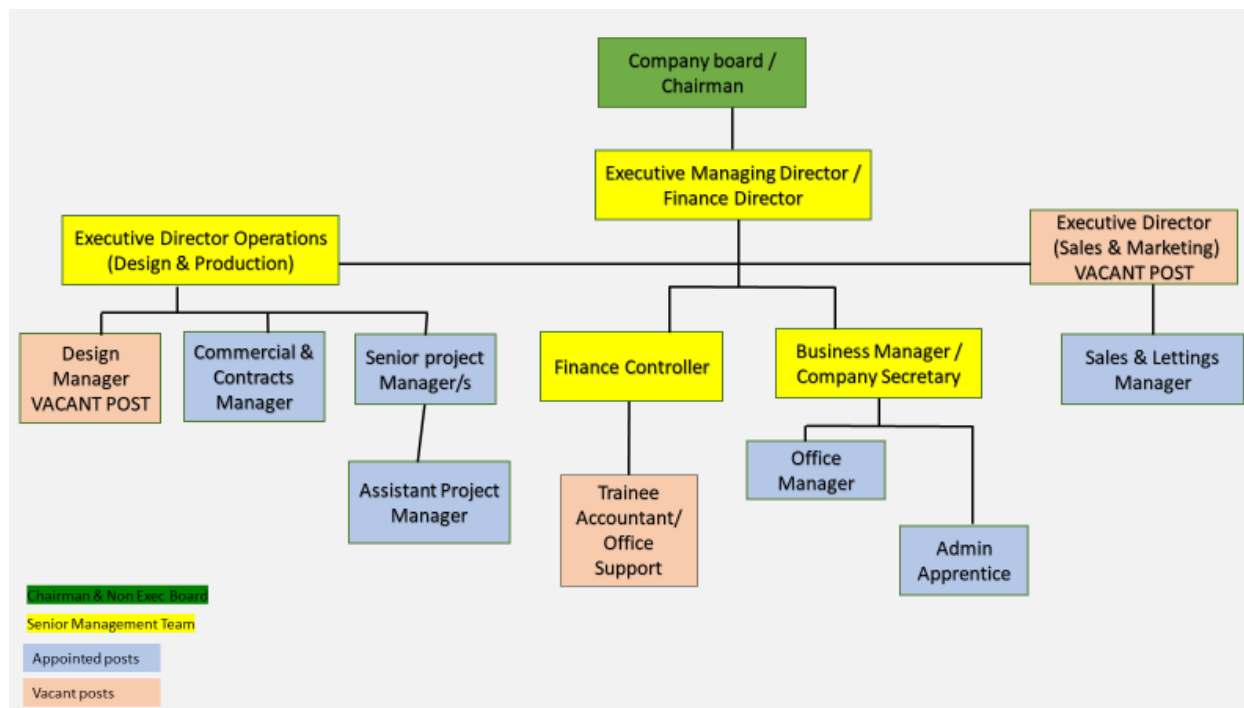




<b>POST TITLE:</b>	<b>Office &amp; Rental Portfolio Manager</b>
<b>SALARY &amp; BENEFITS</b>	<b>Salary £30,000 + Up to 10% Performance Bonus + Defined Contribution Pension</b>
<b>REPORTS TO:</b>	<b>Business Manager</b>
<b>REPORTING TO THIS POST:</b>	n/a
<b>BASE:</b>	<b>20 Old Bond Street, Bath, BA1 1BP</b>

**ORGANISATIONAL STRUCTURE:**



**1. PURPOSE OF POSITION**

The Aequus Group is a Council owned private group of companies, Aequus Development Limited (ADL), and Aequus Construction Limited (ACL), delivering marketing housing developments and private residential lettings. The Company group turnover is expected to be £15M in 2019/20 potentially rising to £50M+ as joint ventures with other local authorities are established.

The role of the Office & Rental Portfolio Manager is to oversee the administrative activities that facilitate the smooth running of the head office, organising people, information and other resources. Ensuring that office equipment is maintained to the appropriate quality and quantity, relevant records are up to date and all administrative processes work effectively.

The role also includes managing ADL's rental portfolio which currently consists of 32 units and is set to increase considerably over the next 4 years.

The postholder will be expected to work with minimum supervision

## **2. ESSENTIAL DUTIES & RESPONSIBILITIES**

### **The main duties of the role include:**

- To manage the day to day ADL Rental Portfolio with the support of our Letting Agent, ensuring that the company is acting as a Responsible Landlord. This would include but not limited to:
  - Manage relationship with the Letting Agent ensuring they are working to the requirements of the specification.
  - Regular bank checks to ensure tenants are paying rent on time and notifying Letting Agent if there are any arrears
  - Maintain a comprehensive property maintenance record
  - To ensure that all new properties that transfer over to ADL are set up with the correct utilities before being released for rental
  - Carry out weekly fire alarm testing at our 3 Houses of Multiple Occupation (HMO's)
  - To have an understanding of the local rental market
- To manage the office which would include but not limited to:
  - Manage electronic and paper filing systems – ensuring that data protection laws are being adhered to in relation to the storage of data
  - To ensure the company is complying with Health and Safety Standards
  - Arrange regular testing for electrical equipment and safety devices
  - To ensure that the company has in place and maintains relevant insurances, policies and procedures that are fit for purpose and regularly reviewed.
  - To support the Business Manager to develop and implement new administrative systems, such as record management
  - Maintain supplies of stationery and equipment
- PA support to the Managing Director including diary management.

### **General**

- Undertake such other duties and responsibilities as are specified by the Business Manager and are commensurate with the level of the post.
- This job description is not a complete list of duties but gives a general indication of the range of work undertaken. It will vary over time as demands and priorities change. The team structures within Aequus operate with a high degree of collaboration and flexibility, individual responsibilities may therefore change over time and post holders are expected to undertake any other duties commensurate with the general level of responsibility of the post.

**Governance**

- To ensure ADL is acting as a Responsible Landlord and keeping up to date with all the latest private rental sector regulations
- To comply with Financial Regulations and Standing Orders
- Undertake any other reasonable tasks related to this job purpose, as agreed with the Business Manager

**3. PHYSICAL EFFORT AND WORKING ENVIRONMENT**

This is an office-based role.

**4. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE****a) Essential**

- Educated to degree or equivalent NVQ level ideally in a business or management
- A clear and detailed understanding of the company's responsibilities as a Landlord in the private rental sector
- High level of accuracy and attention for detail.
- Strong team player with a collaborative work style.
- The ability to be proactive, think creatively and identify development opportunities and continuing ways of improvement
- Strong influencing and negotiating skills
- Ability to cope with conflicting demands and deadlines
- Able to demonstrate initiative, drive and enthusiasm
- Excellent IT skills particularly of the Microsoft Office suite or equivalent and use of other supporting office software e.g. Ledger, database etc.

**b) Desirable**

- Experience of private rental sector residential portfolio as an operational or management level.