

JOB DESCRIPTION

Job Title:	Property Development Manager (12 month fixed term contract)
Department:	Income Generation
Reporting to:	Head of Retail
Location:	Home based with travel across Wales and Southwest England

PURPOSE OF ROLE:

Explore opportunities for the development and growth of the current physical estate, including support with relocation of existing shops when necessary and the acquisition of new shops as part of our expansion plans. You'll work collaboratively with internal teams and external advisors to plan maintenance/improvement schedules for new shop openings and refurbishments supporting the retail strategy of growth and investment.

MAIN DUTIES AND RESPONSIBILITIES

- Work with the Head of Retail and Director of Income Generation, Marketing and Communications in the delivery of new shop acquisition, relocations and refurbishment work
- Identify opportunities for the improvement and development of new and existing locations to grow our portfolio and income
- Proactively target locations to find new shop opening opportunities as part of the strategic aims for Retail
- Take responsibility for the appointment and overseeing of maintenance contractors for our retail properties ensuring that works, including refurbishments and acquisition are carried out in a cost-effective manner and to a professional standard
- Working where necessary with our fundraising colleagues to seek available funding to support the development of the retail estate
- Ensure the appropriate property portfolio is surveyed in order to set maintenance budgets for reactive and planned works
- Advise on energy efficiency and provide recommendations on improving our carbon footprint for all new shops as well as those to be refurbished
- Appoint contractors through quotation and tender processes, ensuring best value for expenditure, and compliance with all building regulatory requirements following the production of written detailed specifications of work
- Work with external advisors on more complex issues and those requiring listed building, conservation area and other planning consents
- Liaise with relevant bodies for the Charity and process any appropriate documentation

- Ensure risk assessments are completed for all relevant locations where significant work is taking place, ensuring contractors have the relevant insurance and documentation
- Obtain regulatory, control and planning consents for all works as required
- Maintain and review all statutory compliance to ensure and share updates and changes as necessary
- Implement and review fire evacuation procedure and disaster contingency plans for new shops and relocations ensuring that they are current, and regularly assess them for the Charity.
- Support with budget development and control, including future budget planning and delivery
- Develop and maintain the database of approved contractors to carry out works
- Conduct regular site visits across the retail estate

Commented [JR1]: I would add in the purpose of them visiting shops

Prepared by: Darren Irwin

Date Prepared: Sept 2024

PERSON SPECIFICATION

	Essential	Desirable
Experience & Knowledge		
Practical knowledge and experience of the building industry	●	
Able to prepare detailed specifications of works and tender documents	●	
Practical project management experience both for minor works and larger refurbishment projects	●	
Experience of risk assessment processes, including asbestos management, DDA compliance, and a proven knowledge of public liability responsibilities	●	
Experience of new shop acquisition and development	●	
Experience of investigating accidents and incidents and making recommendations for preventative action	●	
Relevant and current working knowledge of property legislation		●
Ability to design site and layout plans using CAD technology		●
Relevant qualification in Construction related discipline		●
NEBOSH/IOSH qualification		●
Experience of carrying out training		●
Experience of dealing with regulatory bodies		●
Experience in a similar role with other charity or retail organisation		●
Skills		
Excellent interpersonal skills with the ability to interact and communicate with people at all levels	●	
Able to present information in a clear, structured way in front of an audience confidently and through written reports	●	
Excellent negotiation skills and the ability to build and develop relationships	●	
Positive ability to approach problems in a logical way to find solutions	●	
Able to work independently and to tight and conflicting time scales	●	
Proficient in relevant Microsoft Office packages, i.e. Word, Excel, PowerPoint, Outlook.	●	
Possession of a current UK full driving licence	●	
Travel throughout Wales and Southwest England requiring occasional overnight stays	●	
Ability to communicate in Welsh		●

FLEXIBILITY STATEMENT

In addition to the duties and responsibilities outlines, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.

CONFIDENTIALITY

Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff etc. and to ensure that all information relating to the above is processed in accordance with the Data Protection Act 1998 and the EU General Data Protection Regulation ('GDPR')

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff within the Charity fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any hazardous situations or defective equipment.

SMOKING

All employees, whilst in Tenovus Cancer Care's employment, are required to adhere to the Charity's no smoking policy. Any breach of this policy will be deemed as gross misconduct.

WORKING WITH VOLUNTEERS

All employees, whilst in Tenovus Cancer Care's employment, may be required to recruit and manage volunteers. This is an expectation for all roles at Tenovus and full support will be provided by Tenovus' Volunteering department.

EQUAL OPPORTUNITIES

The Charity is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. All employees are expected to promote equal opportunities for staff and clients in accordance with the Charity's Equal Opportunity Policy and Procedure.

VALUES

The charity works within a culture that reflects the following values – Integrity, Supportive, Inclusive, Innovative and Collaborative.. All employees are expected to demonstrate and reflect these values in their day to day activities.
