

Senior Real Estate Manager

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Company: First Bus

Location: England

Category: sales-and-related

Position Title: Senior Real Estate Manager Reports to: Head of Real Estate Location: Leeds/Remote Working Hours: Full Time Position Summary The role holder is responsible for the effective, efficient, and responsive management of the First Bus owned and leased property estate. They will deliver a visible programme of work across the estate ensuring that activities are completed to time, budget and quality standards and comply with legislation. A key requirement of the role is to help optimise asset utilisation and ensure that First Bus real estate supports financial targets and growth ambition.

Key Accountabilities & Responsibilities

Support the acquisition and disposal of properties and estate Support mergers and acquisition and growth activity, eg undertake property due diligence and support targeted bids such as bus reform/franchising opportunities Support the decarbonisation programme by negotiating and agreeing leases and wayleaves for utility providers and eg obtaining Landlords consents / planning consents, prioritising and determining suitability of sites for future electrification Inform real estate strategy and capital/operational budgets Identify or appoint agents to identify, potential new or relocation sites via targeted site searches Identify in advance key leasehold dates including lease terminations/break options/rent reviews and advise LBUs for budgeting and strategic direction Complete key leasehold dates/actions either directly or via appointment of external consultants Liaise with and instruct external rating consultants to maximise savings and mitigate business rates liabilities through structured process of challenges and appeals. Implement Valuation Office Rating Contact (VORC) scheme Liaise with and instruct external building surveyors to undertake annual review of dilapidation assessments and

negotiate /agree individual claims Prepare business cases/capex requests, as required
Prepare appropriate forms/requests and obtains approval of terms and conditions of
transactions Instruct legal advisers during preparation of legal documentation Ensure that Lease
Management System (Sequentra) is maintained accurately, is complete and up to date Assist
in preparation/control of property budgets and consultant budgets Liaise with other functions
to ensure optimum estate management eg Finance/ Security/Insurance/Construction Deal with
ad hoc property / property financial queries in relation to the portfolio Rewards &
Benefits Your health is important to us which is why we offer Simply Health & Smart Health for
you and your dependents at no cost to you! This offering includes cash back benefits across
optical & dental as well as virtual GP appointments, mental health support and nutrition and
fitness advice. Our EAP provision offers 24hr, 365 days a year mental health support We are
also committed to your financial wellbeing, and we offer a platform with many discounts on
high street brands and supermarkets etc Working at First you also receive discounted train
travel for you and your family after 6 months service as well as a free bus pass Cycle to work
scheme 25 days' holiday + bank holidays Pension scheme and chance to buy discounted First
Group shares Enhanced maternity / paternity pay Flexible working We put a big focus on
physical and mental wellbeing at First Bus. We recognise that anyone can be affected by the
stresses and strain of work, or life outside it. You'll find a range of health-promotion
initiatives, and you will have 24/7 access to our confidential Employee Assistance
Programme. Please apply now. We look forward to receiving your application. Public transport
serves everyone, whatever their differences. At First Bus, we want to be an employer open to you,
no matter what your differences are. We aspire to be an inclusive organisation because diverse
backgrounds, thinking and experiences bring so many benefits to our customers,
communities and people. We welcome applications from all.

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