

Role profile:

# Associate Director - Asset Management



**bruntwood**  
SciTech



A photograph of three people (two women and one man) sitting around a dark wooden table in a modern office setting. They are engaged in a discussion. Large windows in the background offer a view of a city street with brick buildings. A large, cylindrical pendant light hangs above the table. The overall atmosphere is professional and collaborative.

# About Bruntwood SciTech

Bruntwood SciTech is the UK's leading developer of city-wide innovation ecosystems and specialist environments, helping companies - particularly those in the science and technology sectors - to form, scale and grow. It is also the largest dedicated property platform serving the growth of the UK's knowledge economy to become a global science and technology superpower.

A joint venture between Bruntwood, Legal & General and the Greater Manchester Pension Fund (GMPF), Bruntwood SciTech provides high quality office and laboratory space, a range of scientific services, and tailored business support to a community of more than 1100 companies. Its dedicated support offers unrivalled access to finance, talent and markets, and an extensive clinical, academic and public partner network.

Bruntwood SciTech invests for the long term in regional cities across the UK, and specialises in creating innovation ecosystems through its unique experience of working in strategic partnership with city councils, universities and NHS Trusts, driving inclusive, sustainable economic growth through investment in science, technology and innovation infrastructure.

Now valued at £1.5bn, Bruntwood SciTech has a portfolio of 4.8m sq ft across nine life science and tech campus locations and 31 city centre innovation hubs in Manchester, Cheshire, Birmingham, Leeds, Liverpool, Cambridge and Glasgow. It has plans to create a £5bn portfolio by 2032 and has a 3.6m sq ft secured growth pipeline.





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Our campus locations include Alderley Park in Cheshire; Innovation Birmingham; Birmingham Health Innovation Campus in partnership with the University of Birmingham; Melbourn Science Park in South Cambridgeshire; Liverpool Science Park as a shareholder in Sciintec Liverpool; and a cluster in the heart of Manchester's Oxford Road Corridor innovation district - Manchester Science Park, Citylabs in partnership with Manchester University NHS Foundation Trust (MFT), Circle Square - a joint venture with Vita Group; and the £1.7bn JV partnership with The University of Manchester - ID Manchester.

Our 31 city centre innovation hubs include Met Tower in Glasgow; Bloc, 111 Piccadilly, and Pall Mall in Manchester; Platform and West Village in Leeds; Cornerblock and Cornwall Buildings in Birmingham; and The Plaza in Liverpool.

We also work in partnership with The University of Oxford as the development manager for Begbroke Science Park.





# Shape your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood and Bruntwood SciTech, but if you're considering working here, give them some thought. They've been at the heart of our story for over 40 years. Take a look at our video to find out more

We really believe that if you're brilliant to work with, you deserve brilliant things in return - from the big important stuff like up to 8% matched pension, 25 days holiday,

private healthcare, and enhanced maternity and paternity leave.

Through to the "small perks" that help you out with the little things that matter just as much. At Bruntwood we might work hard, but we have the benefits and rewards in place to help you find that balance and enjoy life too.

**So, work at Bruntwood  
and shape your world..**



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**Dream &  
deliver**



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**Never sit on  
the sidelines**



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**Be creatively  
commercial**



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**Pay attention  
to detail  
(it matters)**



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**Be brilliant  
to work with**



# Role Profile

## **The role: Associate Director - Asset Management**

**Salary: £60,000 - £70,000**

### **Job purpose:**

You'll be responsible for the strategic asset management of a portfolio of buildings across Manchester City Centre. Accountable for the financial performance and returns of the portfolio. Working with internal cross-functional teams and external stakeholders to fulfil the portfolio's objectives, acting as the internal 'client' collaborating with various disciplines including development projects.

### **What you'll be doing:**

- You'll decide which projects happen through the setting and continued ownership of the strategy for each building.
- Monitoring and approving new lettings and renewals to ensure adherence with target returns.
- Overseeing the delivery of projects within the project plan, collaborating with the Commercial and Commercial Account Management teams, making sure that the works are triggered at the right time.
- Playing an internal client role on valuations, you'll have a strong understanding of wider market transactions that influence our portfolios.
- Owning and managing service charge so our rates remain competitive whilst at the same time providing best in class service for our customers through budgeting and reconciliation process.
- Provide excellent professional advice and service to our internal clients
- Monitor ad-hoc and non contractual spend ensuring that any expenditure by the client is necessary and proactively managed to minimise costs
- Work closely with our Supplier & Relationship management team to understand all externally contracted costs and how they fit with the client's asset management plans
- Ensure any customer queries or questions are answered promptly and in line with high level of customer service
- Coordinate with other colleagues to ensure that all rating, insurance and other professional services are delivered.
- Lead the 'Transition In' or 'Transition Out' of any acquisitions or disposals ensuring that the risk is minimised to the client at all times
- Managing and mentoring colleagues within the team enabling them to grow and thrive.
- Responsibility for ensuring the data and records for each building are accurate.



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### **What we're looking for:**

- You'll understand appraising and analysing investment decisions.
- Experience of working with discounted cashflows and preparation of board papers for the approval of capital expenditure.
- Considerable experience in the commercial property market including management of large multi-let buildings
- Showing a proactive approach to develop collaborative relationships across inter-departmental teams as well as external stakeholders
- A creative thinker who is constantly looking for ways to improve the service we provide our customers and achieve and excel our target returns.
- A driving force within the business ensuring that we deliver our business plan on time and other teams are being held to account.
- An analytical and data lead in decision making with the ability to form high level strategies by investigating the detail.
- Someone who thrives in challenging conversations and situations. You're able to sense check and sign off the asset management transactions we do as a business ensuring that they are in line with our target returns.

# Benefits of working with us

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## Ways of Working

- We understand the importance of work-life balance, so whilst we are primarily an office-based culture (it's what we do!), we also want to encourage flexibility and agility where possible. Our colleagues make use of our different spaces and find lots of ways to collaborate which enable them to find the balance that brings out the best in everything they do.



## Holiday

- **28 days holiday** - plus your birthday!
- **Buy & sell** more holidays if needed
- **Sabbatical** of up to 12 months so you can take a career break after five years with us



## Financial benefits

- Up to 8% matched **pension scheme**
- **Enhanced maternity & paternity leave** - plus baby bonus!
- **Discounts & cashback** at leading retailers
- **Life assurance** / death in service
- **Rewards** for long service



## Health

- **Employee Assistance Programme** - 24/7 access to mental health, legal & financial support, including counselling
- **Free healthcare cash plan** for all colleagues so you can claim back medical expenses like optical, dentist & physiotherapy. We also offer
- **Free private healthcare** cover on an opt-in basis
- **Fitness classes**, free gym spaces & gym discounts
- **Healthy breakfasts** in our offices
- **Wellbeing app** which rewards you financially for daily habits. You can spend this on everyday essentials, treats or even donate to good causes



## Development

- **24 'Bruntwood Cares'** volunteering hours per year
- **Learning sponsorship**
- **Interest free learning loans** up to £2000 to pursue your passions
- **Mentoring scheme**
- **Work Shadowing**



## Travel

- **Interest free travel** to work loans
- **Cycle to work** scheme
- **Car park** discounts

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