

Role profile:

# Asset Manager



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# About Bruntwood

At Bruntwood, we are led by one purpose: Creating Thriving Cities. Our deep connection with the cities we work in sets us apart; and for more than forty years, everything we have achieved has been with this purpose in mind.

We create buildings, workspaces, innovation, retail, tech and science facilities that are connected, balanced, sustainable and inclusive. Places people want to live, work and play in.

We aim to reflect the communities we work in. Welcoming diverse opinions, creative ideas and talent enables us to understand our customers and communities better, and see the world a little differently.

We're also committed to investing in areas where our expertise can have the most impact, with around 10% of annual operating profits going to local causes, both directly and through the Oglesby Charitable Trust. Proud supporters of the arts, we work alongside many organisations to elevate arts and culture across our cities, such as Manchester International Festival, as well as The Royal Exchange on the Bruntwood Prize for Playwriting.

# Shape your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood, 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 with us 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: Asset Manager

Salary: £25,000 - £35,000 DOE

### What to expect:

As a member of the Asset Management team, your role will be to assist in the management of our assets (our buildings) on behalf of Bruntwood, making strategic investment decisions which will help our portfolio grow and also ensure our investments don't depreciate. As Asset Managers, we must also minimise Bruntwood's exposure to risk by decisions being made having a focus on the commercial returns for our portfolio.

### Within the role you'll be involved in:

- Management of our budget and implementation of projects so as to increase the value of the portfolio
- Liaison with different teams: as an Asset Manager you'll need to be the 'glue' which sits between all departments included in decision making; Commercial, Finance, Prof Services, Marketing, Account Management etc
- Presentations and Reporting; regular reports into Exec/Board teams to keep them updated with progress against budget. Presenting in team meetings
- Landlord and Tenant
- Core Asset Management tasks; rent reviews, dilaps, budget setting and analysis etc.
- Management of ancillary income streams and how these can be maximised; filming and advertising, car parking, electric vehicle charging, commission based sales

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### What we're looking for?

- Ideally you'll have a property related degree
- 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 driver 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
- Experience within a commercial property environment would be advantageous

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# 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

- **25 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



## Money

- 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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[bruntwood.co.uk](https://bruntwood.co.uk)