

Role profile:

Asset & Property Manager



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 show a cityscape. A large, cylindrical pendant light hangs over the table. The text 'About Bruntwood SciTech' is overlaid in white on the bottom left of the image.

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 Sciointec 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..**



**Dream &
deliver**



**Never sit on
the sidelines**



**Be creatively
commercial**



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



**Be brilliant
to work with**



Role Profile

The role: Asset & Property Manager

Salary: £30,000 - £35,000

What you'll be doing:

This role is dedicated to fostering personal growth and professional development, ensuring individuals thrive in their position through undertaking the following activities.

- Collaborate with cross-functional teams to adapt strategies and ensure their successful implementation.
- Play a key role in prioritising projects and timelines, maintaining ownership of building strategies with diligence.
- Navigate the complexities of business deals and transactions, ensuring they align with our target returns.
- Maintain a watchful eye on financial performance, ensuring accuracy in records while prioritising prudent spending.
- Innovate reporting methods to enhance efficiency and transparency in our processes.
- Oversee project delivery in close collaboration with dedicated teams, ensuring projects are executed timely and effectively.
- Work closely with finance to ensure deals are properly evaluated and in line with our portfolio targets.
- Assisting in the development and improvement of our systems and processes around service charge management.
- Collaborate with internal colleagues to develop and monitor service charge budgets, ensuring accuracy and efficiency.
- Cultivate strong relationships with external partners to ensure alignment with our asset management goals.
- Foster connections within the Bruntwood Group and its subsidiaries, fostering collaboration and mutual support.
- Respond promptly to customer queries, ensuring a high level of service at all times.
- Prepare detailed reports providing insights into building operations and expenditure.
- Conduct regular inspections of customer suites, reporting any issues promptly.
- Lead the transition of new buildings into our portfolio, ensuring a smooth and efficient process.
- Align all activities with the client's asset management objectives, ensuring we deliver value at every step.
- Take a proactive approach to credit control issues, resolving them efficiently.
- Process customer applications with attention to detail, providing thoughtful recommendations for approval.



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What are we looking for?

- Experience within a surveying function, ideally within Asset Management
- Proven experience of managing stakeholders - both internally and externally
- 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.
- 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

- **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



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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bruntwood.co.uk/scitech