

Estates and Facilities Management

REQ260255



Lease Advisory and Estates Manager

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Lease Advisory and Estates Manager is responsible for the day-to-day management of the Commercially let parts of the University's operational campuses, provision of lease advisory services to the Loughborough University Science and Enterprise Park Operations Team and undertaking other estates related legal and property advisory and management matters. The post holder plays a key role in the management of the estate and is required to work closely in support of the Head of Property Office in advising University Schools, Stakeholders and Departments in a wide range of property related matters, as part of the wider Estates and Facilities Management team.

Duties and Responsibilities

- Working in support of the Head of Property Office, to be responsible for the day-to-day management of arrangements for all the commercial let parts of the estate including all legal, landlord and tenant related matters including but not limited to:
 - Engage with third parties including prospective and existing Campus Partners (Tenants). Negotiate legal property arrangements including the preparation of heads of terms for leases and licences, including dealing with some acquisitions and disposals.
 - Prepare standard lease and licence agreements for approval by the Head of Property Office or for more complex legal agreements, by commissioning solicitors and facilitating engrossment for signature by all parties.
 - Work with the Head of Property Office to complete rent reviews for property leased to third parties by the University. Implement, negotiate and document rent reviews and lease renewals.
 - Assist in the development and management of the Property Management Database System and give advice on title matters including boundary responsibility.
 - Undertake periodic landlord inspections and address any issues identified.
- Provide support for the Head of Property Office to ensure that commercial opportunities and income are maximised from the University's property and land portfolio.
- Deputise for the Head of Property Office when necessary.
- Liaise with colleagues in Engineering, Maintenance and Sustainability with regard to annual maintenance and servicing for all commercially let space and establish and maintain close liaison with all Campus Partners to ensure both landlord and tenant compliance with the terms of the lease in such matters, save for LUSEP which is the responsibility of the onsite management team.
- To work alongside Campus Partners, except LUSEP, in the preparation of design briefs for alterations to provide professional advice in relation to compliance with lease covenants and the legal impact such proposals may have. Ensure all Campus Partner works, including LUSEP, are appropriately documented, working closely with the University's Project Management Office and Engineering, Maintenance and Sustainability team colleagues in this regard.
- To be conversant with RICS Service Charge Code (2nd edition for commercial). To assist and advise the Finance Department on the National Centre for Sport and Exercise Medicine (NCSEM) reconciliation of the service charge accounts and invoices which are raised in relation to such charges.
- Liaise with Campus Partners-appointed Health and Safety Coordinators, save for LUSEP, on

all issues relevant to occupational matters.

- To understand and implement Health and Safety policies and the liabilities of Landlord's Agent and others commensurate with the level of the post to enable the safe discharge of other duties and responsibilities.
- Manage the agricultural holdings of the University retaining the ability to facilitate future development.
- Coordinate the process of granting of easements and wayleave licences to statutory undertakers and maintain a register of all such agreements.
- Participate in University Committees and project groups, as required.
- Undertake any other duties that may be required to support the delivery of the role and in the achievement of corporate and departmental goals.

Communication

- To work as an active member of Estates and Facilities Management Team and to work closely with the Head of Property Office.
- To network widely with all members of the management team and across the University.
- To be the initial contact for many non-LUSEP campus partner property related and other estate related legal matters.

Authority

- To be responsible for the delivery of the main duties and responsibilities
- To raise orders for the Head of Property Office, to authorise payments to suppliers and contractors with the agreed limits set by the Finance Office.
- To dispose of redundant goods and materials, following agreed procedures.
- Such other authority specifically delegated

Limits to Authority

- Not to place or purport to place an order for the supply of goods and services without prior approval from the University, Director of Estates and Facilities Management, the Chief Operating Officer, or their Deputy.

Functional Contacts

- Head of Property Office
- Facilities Infrastructure Group Senior Management Team
- Facilities Management Health and Safety Manager
- All staff with facilities administration
- Technical and Management staff in other areas such as Asset Care Team
- All other service departments within the University such as the Health and Safety Manager and Fire.
- School and Departmental representatives.
- Central Purchasing Office

Standards of Performance

- Lease negotiations and all matters relating to the management of the University's commercial let portfolio are dealt with in a timely manner to the benefit of the University.
- All works are carried out diligently and the satisfaction of the University and incoming Campus Partners.
- All legal arrangements are undertaken in accordance with University protocols.
- Operational plans and performance development objectives, to be agreed with the Head of Property Office
- Satisfactory customer feedback is received.

SPECIAL CONDITIONS

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Head of Property Office

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below.

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- 1 – Application
- 2 – Test/Assessment
- Centre/Presentation 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	At least 2 years' Commercial Property Management and/or Lease Advisory experience	1,3
	Experience of negotiating on behalf of Commercial Landlord and/or Tenants particularly lettings, lease renewals and rent reviews.	1,3
Skills and abilities	Excellent communication skills	1,3
	Professional approach with enthusiasm, and initiative	1,3
	Good working knowledge of estate related legal matters including landlord and tenant law and practice, and particularly lease interpretation and compliance	1,3
	Good working knowledge of compliance with legislation relevant to commercial property management e.g. GDPR, AMLR	1,3
	Strong Critical Decision-Making ability	1,3
	Persuasive, and able to negotiate confidently	1,3
	Ability to understand the requirements of non-property professionals and anticipate their needs.	1,3
	Able to deal effectively with a wide range of people	1,3
	Strong team player, with the ability to work independently when required	1,3
	Highly organised with the ability to prioritise a demanding workload	1,3
	Able to present information professionally in a variety of ways	1,3
	Good IT skills including the use of AI, Adobe, Excel and databases with the ability to produce professional reports and statistical information suitable for presentation to senior leadership.	1,3

Training	Willingness to undertake further training and to adopt new procedures. Develop knowledge and remain up to date with current legislation, case law and standards.	1,3
	Continually updating personal development in line with Performance Development Review (PDR) objectives.	1,3
	Adopt new procedures as and when required	1,3
Qualifications	Educated to Degree level in a property or surveying related discipline, ideally Real Estate/Asset Management or similar	1,3
Other	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Insurance knowledge with regard to property	1,3
	Understanding and awareness of the Higher Education Sector	1,3
	Legislation relevant to Property Management in Higher Education for example National Security and Investment Act 2021, Subsidy Control Act etc	1,3
Qualifications	Member of the Royal Institution of Chartered Surveyors	1,3
Skills and abilities	Proficient in with adobe acrobat, AI apps and tools	1,3

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and

Responsible. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a [Bronze Athena SWAN award](#) which recognises the importance of support for women at all stages of their career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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Applications

The closing date for receipt of applications is **15 April 2026**. Interviews will be held on **1st May 2026**.
Informal Enquiries

Informal enquiries should be made to Mr Paul Watson, University Surveyor, by email at P.Watson@lboro.ac.uk or by telephone on +44 (0)1509 228075.