

# Bristol, Clifton and West of England Zoological Society Ltd

## Job Description

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<b>Job Title:</b>	Property Transaction Manager
<b>Department:</b>	Transformation Programme
<b>Location:</b>	Bristol Zoo Gardens & Wild Place Project
<b>Reporting to:</b>	Director of Transformation

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### Job Purpose

- This role will contribute to the strategy and future transformation of the Society by managing implementation of the Society's recently announced disposal of its property assets in Clifton, Bristol.
- The successful candidate will work closely with the Society's in house teams and appointed professional advisors to effectively secure detailed planning consents and to secure best value disposals.
- Throughout the programme, the candidate will deliver timely, accurate and relevant reporting to the project team, Executive Board and wider stakeholders.

### Main Duties

- Transaction project management for the disposal of Bristol Zoo Gardens, West Car Park and the Clifton residential Properties
- Co-ordination and, where necessary, procurement of the multi-disciplinary professional advisory team to secure detailed planning consents and effective marketing
- Develop project scope and support business case development, involving all relevant stakeholders, for the creation of the Clifton Conservation Hub.
- Responsible for property and strategic asset management of the Society's properties
- Co-ordination with Society staff to programme activities and ensure any necessary changes are undertaken in a manner that minimises the impact on the Zoo's day to day operations
- Lead co-ordination of decommissioning activities at Clifton sites, working closely with users, and the Maintenance and Facilities teams.
- Input to Sustainability and Utilities management working closely with the Facilities team
- Provide a timely, accurate and relevant project planning, financial and risk monitoring and reporting service to relevant stakeholders.
- Provide the Transformation Programme Boards and wider management team with regular reporting on costs committed and incurred to date versus budget, risk and other agreed project metrics.
- Ensure project finances are managed within the overall Society's financial resources.
- Create and maintain comprehensive project documentation
- Work closely with the Communications Directorate to manage PR and Community engagement and consultation regarding the emerging plans.
- Support the wider Transformation Programme team and establish and maintain fruitful relationships internally and third parties/ contractors.

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### **Key Performance Indicators**

- Key Transformation Programme milestones met for disposals
- Effective cost management and robust reporting
- Good stakeholder relationships

### **Key Contacts – Internal & External**

- Internal – contact throughout the organization and close working relationship with Director of Transformation, Capital Development project managers, Heads of Department and Executive Board
- External – key contact for a range of external suppliers and partners, responsible for ensuring value for money and quality of service.

### **Health & Safety**

- Ensure that the Society's Health and Safety guidelines and Fire Regulations are strictly adhered to
- Comply with safe working practices as defined by the Society through standard operating procedures and risk assessments
- Complete training as and when required
- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
- Report any accidents, incidents or near misses as soon as reasonably practicable

### **General**

- Be aware of and adhere to Society policies at all times
- Take part in progress/performance reviews throughout the year
- Cooperate with other Society departments
- Attend training courses as required to meet the requirements of the role
- Take responsibility for own personal development, seeking out opportunities to learn new skills
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role
- Apply the Society values and behaviors to every aspect of the role at all times
- Promote and maintain the brand standards of the Society
- Be polite and courteous to visitors at all times
- There may be occasions when the role holder is requested to work in other company locations, or carry out other duties considered reasonable by the Society or its representatives
- To reflect any changes within the Society during the next few years, the scope of this role will be regularly reviewed and may evolve to meet those needs. Any changes will be agreed in advance with the role holder and confirmed in writing

### **Contract**

A fixed term contract to December 2023. The notice period required from the role holder is a minimum of 3 months.

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### Working hours

The basic hours for the role are 37.5 hours a week; however flexibility is required as the Society operates for 365/6 days a year, with 24 hour cover.

The role holder will be required to work any additional hours necessary to satisfactorily fulfil the responsibilities of the role.

### Person Specification

Attributes	Essential	Desirable
Qualifications and specific training	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Property qualification and/or membership of relevant professional body (RICS, RIBA etc)</li> <li>• Project or Programme Management qualification</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Practical experience of property transactions</li> <li>• Working as part of a multidisciplinary team</li> <li>• Managing budgets and achieving cost effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Development Management / Planning application experience</li> <li>• Property budget and Business case development</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Property Marketing and management</li> <li>• Property Development Process</li> <li>• Familiarity with legal contracts and documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of legislative and regulatory environment for land and property including Property, Town Planning Law, and heritage designations</li> <li>• Risk Management</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Commercial Acumen</li> <li>• Project Management</li> <li>• Excellent working knowledge of the Microsoft Suite</li> </ul>	<ul style="list-style-type: none"> <li>• Report writing and presentations to Directors and senior colleagues</li> <li>• Comms and Public Consultation experience</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Excellent Interpersonal Skills</li> <li>• Be collaborative and seek to find a positive outcome for the relevant teams and for the Society</li> <li>• Strong communicator and influencer, in person and in writing</li> <li>• Strong time management and ability to prioritise workload</li> <li>• Commercial awareness and customer services skills</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with Bristol</li> </ul>