

ROLE PROFILE – PORTFOLIO CONSTRUCTION MANAGER

LONG HARBOUR BACKGROUND

Long Harbour is an established UK real-estate investment manager with assets under management of £2.4bn; they are the UK's second largest residential freeholder. The business has three key investment programmes, backed by global insurance, pension schemes and UK academic endowments, with a key focus on Build to Rent ("BTR") investments. Since 2013 Long Harbour have invested in over 2,000 apartments in the UK representing over £700mn of BTR assets. The business has significant capital commitment with a drive to having 5,000 units under management in the next 3 years.

ROLE OBJECTIVES

The core objective is to manage and oversee Capex works, PPM works and reactive works as required on the existing and growing portfolio owned by Long Harbour and managed by Way of Life. To ensure all works are carried out within pre-approved budgets, in compliance with H&S legislation and with minimal impact or implication to existing residents.

KEY TASKS

- Developing and creating budgets for PPM works / Capex works and reactive works and working within these.
 - Overseeing Capex works on existing assets including managing the approved budgets / procurement / tendering process / overseeing works on site and reporting into the internal team.
 - Dealing with ad hoc issues which arise from existing assets in a managed / practical approach.
 - Assisting and dealing with defects which occur during the defect's liability period of new build developments.
 - Have the ability to engage and develop strong working relationships with Contractors / Consultants / Tenants / etc.
 - Overseeing on site works and signing off / approving the progress and completion of the works.
 - Manage on site teams to ensure Environmental, Social and Corporate Governance (ESG) strategies are implemented.
 - Work with the wider LH team to implement and work towards Net Zero Carbon targets for the portfolio.
 - Assisting with soft landing approach on new assets with the view of taking on defect responsibility post Practical Completion.
 - During the defect periods on new schemes overseeing and managing the on-site defect reporting and rectification process in line with contractual obligations with the Principal Contractors.
 - The role will include involvement in existing assets across London and the Regions and will grow as new assets come online.
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- The individual will be responsible for working closely with the various in-house management teams and Client Relationship Managers (CRM's) located at the assets.
- You will be reporting into the Construction Director on a daily / weekly basis.
- You will need to assist the Construction Director on any tasks/projects as required from time to time.
- Feed into the monthly asset management reports with regard to on-going capex/refurb projects.
- Arranging property cyclical and planned refurbishments in line with expected life cycle of assets and the materials within the asset.
- Forecast future expenditure on assets required to align with the PPM strategies or guarantee / warranty requirements.
- Ability to create programmes / work schedules for each asset and to manage the processes to ensure works are carried out in accordance with the programmes.
- Reviewing and recommending payments for Consultants and Contractors.
- Ability to feed into Asset Management business plans.

KEY ATTRIBUTES

- Being able to work to and make swift decisions if required under pressure to ensure the safety of residents and assets at all times.
- Ability to spot and escalate issues when appropriate and communicate clearly with senior management and stakeholders.
- Strong oral, communication and problem-solving skills, with an ability to identify issues, evaluate risk and escalate as appropriate.
- Commercially focused and solutions driven.
- Proactive and flexible with an ability to work independently and as part of a small but dynamic team.
- Ability to manage, prioritize and work on multiple simultaneous workstreams.
- Good inter-personal skills, a team player.
- Organised and thorough, with good attention to detail.
- Excellent critical and analytical skills.
- Able to communicate effectively and clearly in writing and verbally, including drafting correspondence and documents.
- Ability to work to strict deadlines and be organised and efficient.
- Demonstrate experience and ability to use ICT packages i.e. Microsoft works, excel, smartsheets.

EXPERIENCE / QUALIFICATIONS

- MRICS qualified with strong and proven post qualification experience.
 - Experience in projects ranging from £50k up to £5m, including recladding experience.
 - Practical knowledge of Architectural, Mechanical, Electrical and Tech systems in residential properties.
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- Knowledge and experience in overseeing and managing re-cladding projects for residential developments.
 - Knowledge in compliance with latest Fire Regulations, best practice, and current guidance.
 - Knowledge in compliance with Health and Safety legislation and best practice.
 - Ideally experience within the BtR / PRS sector but not essential.
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