



**Job Description – In-house Commercial Building Surveyor (3 day/week – employed or consultancy)**

Manston Investments Ltd is looking for an experienced and entrepreneurial Building Surveyor (MRICS/FRICS or equivalent) to join our expanding business at a very exciting time for its long-term development. We are looking to appoint an enthusiastic and imaginative person to head up a significant program of new acquisitions and refurbishment, alongside working on our 'core' freehold commercial property investment portfolio.

This would be a flexible role (3 days per week) and would suit those either operating a portfolio career, looking to act on a consultancy basis or those who wish to maintain a less than full time position within the industry. The firm is open to discussing whether this would be an employed (PAYE) role, or a consultancy role.

Manston currently owns a portfolio of over 30 commercial properties centred in the middle of the country but with a few assets spread further afield. We also own land with development potential, and it is expected the successful candidate will be instrumental in the successful improvement of this land. The portfolio includes industrial, warehousing, office, out of town retail and High Street properties.

The role would be ideal for someone who is looking for a flexible and varied work-stream encompassing many aspects of the building surveying profession. You will be someone who enjoys seeing a problem through to a solution, combining both diligence and imagination in your work. Similarly, you will enjoy not having a rigid structure to your day and be able to respond appropriately to changing priorities.

Responsibilities would include:

- Provide support to the business as a whole, but primarily to the Property Team in the day to day activity of managing the portfolio and tenants, including occupied and void properties.
- Carryout routine inspections of properties to confirm their current status and condition
- Assisting with acquisition due diligence and providing opinions on building condition
- Advising the business with regards to current & emerging legislative & regulatory requirements within the built environment sphere.
- Taking a pro-active approach to identifying and resolving property issues within the firm.
- Acting as Principal Designer/Contract Administrator where appropriate.
- Carry out Insurance Reinstatement Cost valuations for the portfolio, and be comfortable deriving and presenting budget figures for programmes of works.
- Presenting opportunities for development & improvement of the portfolio to the Board of Directors, having a strong grasp of the business & economic case for a project alongside its technical aspects.



It is expected that the successful candidate would play a significant role in defining their own long-term objectives and would work well independently, without being 'micro-managed'.

Manston Investments pride ourselves on being a very open organisation and it is expected that the successful candidate would be integral to the development of further growth strategies and have a close working relationship with the Board of Directors, alongside the executive team.

The candidate will report jointly to the Operations Director (Head of the Property Department) and the Managing Director. Whilst there will be some (primarily local, occasionally national) travel and site-visiting involved in the role, the expectation is that the successful candidate will be primarily based at our offices in Ashby-de-la-Zouch, although the firm maintains a flexible work-from-home scheme as well.

Manston sees this as an important role in its on-going development and would expect to remunerate the candidate appropriately, considering both their experience and their potential.

We do not consider that years post-qualification are the sole indicator of suitability for this role.

Salary & Benefits:

- £40,000-£55,000 FTE (flexible range depending upon experience)
- Generous annual bonus scheme
- BUPA Health Insurance
- Full support & investment for CPD & relevant qualifications & courses
- Car mileage allowance
- Flexible WFH policies

Manston are proud to be accredited as "Gold" by Investors in People.