



## Job Title: Project Manager – Property

Clyde Gateway is Scotland's largest and most ambitious urban regeneration company and Glasgow's newest Green Regeneration Innovation District (GRID). We are recruiting for two project manager roles, and this is a fantastic opportunity to join a multi-award-winning team in Glasgow creating great places where people want to live and work.

As Project Manager - GRID or Project Manager - Property, you will get to use your skills and experience to shape the social, economic, and place transformation of Clyde Gateway. As well as working at the forefront of green regeneration with projects in greenspace, biodiversity, infrastructure, and energy our multi-disciplinary team is delivering exciting property and regeneration developments. You can be part of our legacy as these are permanent, full-time positions (35 hours per week) with a salary range of £37,241 - £43,635 per annum depending on experience. The successful candidates will enjoy a flexible working environment, performance related pay progression, generous annual leave, and an attractive defined benefit pension scheme.

### Summary:

Motivated by property development and management or looking to develop your experience in the regeneration sector? We have an opportunity to join our property team undertaking a strategic programme of land and property activity including acquisitions, disposals, lettings and business relocations.

We have worked in partnership to deliver investment ready land and award winning properties. It is within this area of our work that the successful candidate will focus, although as a multi-disciplinary team we will expect a level of flexibility and transferable skills.

This is a permanent, full-time position (35 hours per week) with a salary range of £37,241 - £43,635 per annum depending on experience.

The successful candidate will be auto enrolled in a defined benefit pension scheme.

### Post Overview:

The main duties and responsibilities will be to deliver strategic and operational aspects of property and property management for the URC, including, acquisitions, disposals and lettings.

The post holder will support our Location Advisory service and business relocations.

You'll have an organised mindset, and demonstrate the flexibility and commitment needed to undertake a wide range of project tasks and be comfortable engaging with stakeholders, tenants and customers. You'll take an active role to deliver high quality property solutions to complex property scenarios.

### Key Tasks:

- To work collaboratively and flexibly within a team setting on a variety of tasks across a range of disciplines in accordance with Clyde Gateway's economic, physical and community priorities.
- To support Capital Development and Project Managers with provision of specialist property advice.
- Manage or support the delivery of priority disposals and acquisitions
- Work with Clyde Gateway's Location Advisory service promoting and marketing the Clyde Gateway area as a location for private sector investment.
- Support the management of Investment Property Assets and sites including The Olympia, EastWorks,



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- Support the Inward Investment Programme by managing the Clyde Gateway Enquiries Schedule and response programme.
- Provide a supporting role on legal and financial aspects of Property Management including liaison with Managing and Letting agents, and production of Investment property trading accounts and property related budgets.
- Direct the work of property professionals, consultants and others in pursuit of property matters.
- Assist in the preparation of development and investment appraisals including financial reports and Board paper submissions. Appoint and manage technical consultants and other property advisers on land and property matters.
- Deal with the transfer of assets to and from partner members as appropriate.

### Person Specification

#### Essential Criteria

- A minimum of three years' experience in a related role.
- Educated to degree level or equivalent and RICS qualified with a minimum of 3 years post-qualification experience.
- Excellent track record of delivery on property issues within regeneration schemes or investment property portfolios.
- Experience of preparing marketing strategies for property disposals by sale or lease.
- Experience of complex land assembly programmes, ideally with knowledge of Compulsory Purchase Order procedures.
- Demonstrable success in negotiating and deal making.
- Knowledge of local and national property markets, with previous experience of identifying occupiers for commercial, residential and redevelopment opportunities.
- Understanding of the planning process and frameworks at local, regional and national levels.
- Experience of partnership working
- Proactive with leadership, analytical and financial forecasting skills.
- Ability and drive to achieve results within a frequently changing policy and operating landscape.
- To prepare and present reports for consideration at Board meetings.
- Excellent IT literacy with expertise in Microsoft Word, Excel and PowerPoint. Experience in Adobe Acrobat Pro.

#### Desirable Criteria:

- Understanding of local and national regeneration policy.
- Good networking skills and experience in using Social Media.
- Experience working in neighbourhoods facing major social and economic challenges.
- Experience of working in with community groups.

