



**Job title:** Estates Officer  
**Contract:** Permanent  
**Salary:** c£55,000 - 60,000 depending on experience

### **The Inn**

Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training), to practice as Barristers. The Inn holds numerous events and functions throughout the year and is also available for private hire.

### **The Estates Department**

Middle Temple's estate consists of an interesting and historically important collection of buildings ranging from Middle Temple Hall built in 1570 through to post war properties constructed in sympathetic style in the 1950s. Many of the buildings are listed and together with associated courtyards and gardens, all sit within 'The Temple' conservation area. Based on site, the Estates team is responsible for all aspects of managing and maintaining the estate comprising of properties predominantly let to commercial tenants as Barristers' Chambers, together with two small retail units and a proportion of residential accommodation for members of the Inn. Central facilities consisting of Middle Temple Hall, Library, advocacy training suite, common room, overnight lodgings and gardens are used to support the Inn's core activities. The income generated from these properties is used to maintain and improve the estate and to support the Inn's members and wider objectives of the legal profession.

### **The Role**

At this challenging time for the property market, we are looking for an individual with a flexible, 'can-do' approach, experience (and proven ability) of building and maintaining strong relationships with tenants and other stakeholders and an entrepreneurial approach to identify the best approach to reletting vacant accommodation and sustaining our income stream.

### **Key Benefits include**

- \*12% non-contributory pension scheme (backdated to start date)
- \*Medical cover (Vitality Health)
- \*Season Ticket Loans
- 24 days annual leave per annum + bank holidays
- Christmas closure (usually 21 Dec to 04 Jan)
- Life Assurance (4 x salary)
- Employee Assistance Programme
- Performance related bonus (up to 10% of annual salary) linked to annual appraisal.  
*\*Available on successful completion of probationary period*

### **How to Apply**

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Human Resources at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).

The closing date for receipt of applications is **Monday 12 April 2021**.

Due to the volume of applications received, we cannot contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.



## **JOB DESCRIPTION**

<b>Job Title:</b>	Estates Officer
<b>Department:</b>	Estates
<b>Reporting to:</b>	Director of Estates
<b>Location:</b>	Estates Office, Carpmael Building, London, EC4Y 7AT
<b>Hours:</b>	Monday – Friday 09:00am – 17:30pm

### **Key Responsibilities**

Ensuring the Inn's rental income is maximised and maintained with voids and aged debts kept to a minimum.

#### **Landlord & Tenant matters**

1. Lease or Tenancy Agreement Renewals - Arranging for the Inn's consultant valuers to undertake market valuations prior to renewal dates of Professional Leases (6-year term) and Residential tenancy agreements (4-year term). Issuing legal notices, handling all associated paperwork and correspondence.
2. Lease Format and Production - Liaising with the Inn's legal advisers and the Estates Committee nominated representatives to review the format of leases and tenancy agreements to ensure compliance with legislation.
3. Mid-Term Rent Reviews – Liaising with the Inn's valuers to carry out mid-term rent reviews, notify tenants of the Inn's proposals and negotiate settlements.
4. Termination of Tenancies – Issuing the relevant Statutory Notices to Professional and Residential tenants to terminate tenancies at the expiry of the term of the lease/agreement. In all cases ensure advice has been sought beforehand to enable renewal terms to be quoted, where applicable.
5. Tenant Vacating – (a) Request the Inn's Building Surveyor (or external consultant) to undertake an inspection to prepare an interim schedule of dilapidations. Follow this through to ensure the required works are complete before the end of the notice period. (b) Request the Inn's valuers to inspect the premises and advise on the rent to be quoted for re-letting. (c) Circulate Screening Documents to (i) Masters of the Bench and, if appropriate, Members of Hall for flats, or (ii) Professional Barristers Chambers. Work with the Inn's valuers regarding the re-letting of Barristers Chambers. (d) Ensure meter readings are taken on the last day of the tenancy and that the utility companies are notified as to who is responsible for on-going charges. (e) Notify the Local Authority of details of any tenancy changes.
6. Acting as and when required to recover any outstanding rent or other charges due to the Inn. This may be through agreed debt reduction schemes agreed with tenants or through instructing Solicitors to act.
7. Re-lettings - Submit all applications for tenancies to the nominate representatives of the Estates Committee and take instructions on who is to be offered the tenancy. Issuing the draft lease/tenancy agreement and deal with all matters arising. Upon completion of the tenancy documentation, notify the relevant members of the Inn's staff of the change of tenant. NB The Inn does not operate a rent deposit scheme for residential lettings but in certain circumstances may request a rent deposit relating to Professional Chambers or Commercial lettings.
8. Check and issue all rent invoices which are generated by the Estates department property management system. Currently this is QUBE. Following up on invoices to collect any rents which are not paid on time.
9. Liaising with Local Authorities and others on all Business Rates or Council Tax related matters and instructing the Inn's advisors where necessary regarding any changes in rating assessments.

#### **Financial matters**

10. Prepare annually a forecast of the income from all Estates Department related sources for the next 5 years taking into consideration rent reviews and tenancy renewals. Based



upon this prepare a cash flow report for the following year only.

11. Annually calculate the cost to the Inn of providing (a) heat and hot water (b) cold water and (c) waste disposal. Apportion the charges between tenants as applicable and notify them of any variation in level of charges.
12. Annually calculate any service charge costs to be recovered from tenants and notify them of any changes.
13. Annually to obtain valuations for accounting purposes of the freehold value of each of the Inn's properties including 3 houses located in SW London. The Director of Corporate Services will advise if Red Book or Desktop valuations are required.
14. Annually calculate the rental loss to the Inn of ancillary space occupied by other Departments and confirm details to the Finance Dept for "notional" rents to be re-charged.
15. Annually, for accounting purposes, calculate the rental loss suffered by the Inn due to premises being vacant.
16. Whenever requested by a Local Authority, confirm details of premises occupied by the Inn to enable Charitable Relief to be obtained on Business Rates payable.
17. To liaise with the Inn's energy consultants to ensure the timely renewal of contracts for the supply of electricity and gas.

### **Health & Safety**

18. To work alongside the Inn's Health & Safety consultants and the Inn's Facilities Manager to ensure all relevant policies and practices are kept up to date.
19. To ensure that action is taken on any deficiencies identified by the above- mentioned consultants to remedy them in a timely manner.
20. To act as the Estates Department representative on the Inn's Staff Health & Safety Committee.

### **Car Parking**

21. Letting of all parking spaces on an annual basis at rents approved by the Estates Committee. This will include:
  - Collating information on comparable lettings by Inner temple, Lincoln's Inn, public parking and local contract parking companies.
  - Updating the rules and regulations from time-to-time
  - Handling all enquiries from tenants
  - Issuing annual parking discs
  - Liaison with the Front of House Manager to ensure only authorised vehicles are permitted to park within the Inn.

### **Maintaining records**

22. Maintaining up-to-date computer records of all tenancies and rental charges on the abovementioned QUBE property management system or any replacement thereof.
23. Maintaining paper-based records of tenancy changes and associated correspondence.
24. To maintain an archive system of old records and arrange the disposal of redundant records in accordance with agreed procedures including the destruction of confidential waste.

### **Committee Work**

25. Acting as secretary to the Estates Committee and any Sub-Committee, Working Groups or other such groups as may be set up from time to time. Attendance at meetings may be outside your normal hours of work.
26. Preparing reports for consideration by the above Committees and acting on decisions taken
27. Preparing Minutes of the meetings of the above groups and arranging circulation thereof once they are approved by the relevant Chair.

## **PERSON SPECIFICATION**

### **Qualifications**

1. Professional qualifications to RICS or equivalent standard would be an advantage however sound working knowledge of Landlord and Tenant and extensive practical experience of property management will be considered.

### **Knowledge, Skills & Experience**

2. Comprehensive knowledge of Landlord & Act 1954 and successive legislation relating to letting of Office, Residential and Retail property.
3. Significant experience of managing commercial property for high quality tenants in central London.
4. Familiarity with generating leases and managing tenant turnover.
5. Significant confidence in own ability to manage the tenancies and the cashflow of the income stream.
6. Strong negotiation skills with the ability to take a flexible approach to achieve objectives.
7. Work effectively as part of a team with diverse skills to achieve established outcomes.
8. Knowledge of financial management and the ability to interpret financial reports.
9. Create and maintain accurate records to ensure compliance with key dates for issue of notices etc.
10. Take and distribute minutes within an established timeframe
11. Communicate clearly and professionally with internal and external parties.
12. Excellent written and oral communication skills.
13. Display working knowledge of standard computer applications including MS Word, Excel, Outlook and PowerPoint.
14. Utilise technology to effectively support the management function

### **Personal Qualities**

15. Methodical and highly organised.
16. Highly customer service-oriented, energetic and delivery-focused.
17. Calm under pressure, patient and measured.
18. Collaborative, co-operative and able to make and sustain positive relationships with colleagues at management and other levels.
19. Able to win and maintain the trust and respect of colleagues.
20. Ability to work irregular hours as the job demands.

**Important:** This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.