



Title: Head of Property Services

Reporting to: CEO

Based: Atholl Estates Office, Blair Atholl, Perthshire

About Atholl Estates:

Atholl Estates is an exceptional place, offering the best Scotland has to offer in visitor experiences, holiday accommodation, events and timber and food production. The estates are the largest provider of affordable housing to the locally employed in Highland Perthshire, producers of enough hydro electricity to power over 1300 homes and actively planting over 1000 hectares of new woodland and restoring 250 hectares of peatland annually to contribute towards the challenge of addressing climate change and biodiversity decline.

The estates have so much to share, being an ideal base for walking, cycling and cultural or nature based sightseeing and we see great potential to make Atholl ever more popular as a place to live, work or as a destination for rural breaks.

About the role:

Our Head of Property Services role is a challenging but enormously rewarding position. The growth of activity on our estates pose challenging but interesting questions to the management and investment in their buildings and infrastructure. At this strategically significant time, we are therefore looking for an enterprising and enthusiastic individual to join our senior management team to provide the experience and leadership required to navigate this essential part of our business. Building our digital database of assets, their location and condition in order to inform ten-year cashflow projections is an example of one of the initial priorities.

The right candidate will have an established track record in previous roles of applying professional training and practical experience to the commercial management, including financial forecasting, of privately owned property portfolios. Experience in the rural sector and an interest in traditional building maintenance is essential. They will also be able to

demonstrate an ability and appetite to deliver pro-active maintenance via contract to the diverse range of property we own, from Grade A listed Blair Castle, our holiday park to the significant range of residential and agricultural buildings. For significant capital projects, the role is supported by architectural, engineering and quantity surveying services. Depending on the project scale and competing workload, the role may project manage capital expenditure or contract this out.

Atholl Estates are a team of teams, co-supporting to deliver our diverse but connected enterprises. Property Services are core to this, frequently supporting the delivery of functions across the estates, sometimes at short notice or in response to a crisis. The right candidate will feel most comfortable working as part of a team.

The role carries with it a responsibility for fire and security risk management and the Head of Property Services will be, in most cases, the first senior manager on site to oversee crisis situations.

Reporting directly to the CEO and to the Board, the role leads a team of six that includes a working charge-hand, an office administrator and four direct labour tradesmen in addition to a range of many and various contractors. The estate supports its senior management team with central services in the areas of finance, IT, health and safety, HR, and legal services.

To navigate and deliver:

- Line management and leadership of the department, including responsibility for recruitment, training and safety
- Contract management, ensuring sufficient and competitive, multi-trade labour supply to meet our commercial objectives
- Budget, forecasting and cash flow management
- Stock management
- Tight controls on expenditure through value engineering, tendering, purchase orders
- Compliance with all property regulations
- Property preventative maintenance planning
- Cyclical property capital expenditure planning

- Condition assessment and database management
- Capital projects
- Support to operations across the estates

Personal Description:

Leaders at Atholl are held to perform at a high standard against four key behaviours:

- Confident: providing staff with confidence by exhibiting competence, visibility, support and clear expectations.
- Reliable: inspiring staff by meeting commitments, being consistent, displaying integrity, challenging apathy and taking pride in the brand.
- Unified: collaborative, we are one business despite our broad range of activity and multiple ownerships.
- Progressive: displaying an enthusiasm to always improve, welcoming change when it better delivers objectives.

Role Requirements:

Core skills and attributes

- RICS accredited or equivalent
- At least five years post qualification relevant experience
- A can-do and resilient attitude to problem solving
- A calm and encouraging approach to leadership and interaction with peers
- Organised and efficient
- Comfortable with IT, proficient in Microsoft Office applications, particularly Excel.
- Discrete and responsible with private or confidential information
- Ability to be mainly office based although some flexibility for home working is recognised

The Package:

- A challenging but very rewarding role in a spectacular part of the country
- Significant opportunity for learning and career development
- Competitive salary, commensurate with experience (to be discussed at shortlist interviews)
- Accommodation, rent and council tax-free (optional)
- Company car (optional)

- Attractive employer contributory pensions scheme.
- Relocation expenses.
- 26 days holiday plus 4 public holidays p/a.

To Apply:

Before registering your application, we will need to have received your current CV and our fully completed application form accompanied by a cover letter. The cover letter is a chance for you to expand on your experience and express why you are excited about this role.

Additionally, you should also address these four themes:

- The risks associated with improving thermal efficiency of traditional residential properties and how these can be mitigated in a cost-effective way
- Solutions to address the shortage of skilled labour in the rural property maintenance sector
- Systems for delivering effective short, medium and long term property maintenance programmes and budgets
- What good looks like in terms of residential tenant relationship management

Your application pack should be submitted by email to Helen French at helen@atholl-estates.co.uk to be received no later than **Wednesday 15th November 2023** .

For further information about this position, please contact Andrew Bruce Wootton, CEO on 07815153009 or abw@atholl-estates.co.uk