JOB DESCRIPTION

Powered by innovation, empowering enterprise, rooted in Dorset

Job title: Asset Manager
Salary: £60,000

Context

The Dorset Innovation Park company is being established to oversee the successful management and development of the Dorset Innovation Park Enterprise Zone, to drive business growth and support economic prosperity in the local economy with a focus on the defence and security sector. The company is wholly owned by Dorset Council which has strong ambitions for the Park and wishes to instil a more commercial focus to drive innovation and change to ensure business growth and job creation on the Park.

Job purpose

To lead the strategic and operational management of property and land assets within Dorset Innovation Park, ensuring they are effectively maintained, developed and leveraged to support economic growth, inward investment and job creation. The role will coordinate with public and private stakeholders to maximise the value and impact of the Innovation Park's property portfolio.

Key responsibilities

Asset Management & Development:

- establish necessary processes and procedures to facilitate effective property management, including ensuring the systems to discharge Council repairs obligations appropriately are in place
- working closely with the Innovation Park Managing Director and wider team to respond to interest from companies and other external organisations in the Park
- continuously improve the process to respond to these in a rapid and agile manner to secure additional tenants
- contract manage CBRE and Sibbet Greggory ensuring they discharge their contracted responsibilities on time and on budget, ensure services provided constitute Value for Money, taking lead on re-negotiation of contract or procurement of alternative supplier as directed by the Company
- optimise the commercial return, in the form of job creation, income or other agreed KPI's, from the Innovation Park commercial property, land, and other assets

- working with commercial agents as contractors to the DIP Company, lead on the advertising and marketing of the Innovation Park to facilitate leasing of commercial property and assets as required
- take all necessary steps to negotiate and complete new leases and lease renewals where appropriate
- arrange for the sale of land at the Innovation Park to commercial businesses and aligned partner agencies, ensuring compliance with the overall Company vision and site masterplan including leading on the marketing as required
- liaise with tenants with regard to compliance with their repairing and maintenance obligations, including identifying breaches of or failure to adhere to tenant obligations and instruct tenants to comply with their duties
- act as first and main contact for all property related matters at the Innovation Park including client or tenant related issues such as repairs / maintenance, contractor management or disputes, and compliance
- advise on or sign-post to property management related statutory compliance. Ensure that the Council complies with its Heath and Safety and compliance responsibilities

Innovation Park Strategic Management:

- work in partnership with the council, Innovation Park stakeholders, government agencies, and external investors to implement the Innovation Park Company vision
- leading on development and maintenance of a financial model for DIP that indicates current availability for both units and plots, considers and records property income and expenditure, and records the key performance data of DIP Ltd to achieving KPIs set by Dorset Council
- contributing to ongoing revision of a master vision for subsequent development phases of the Park, providing insight on commercial property and infrastructure requirements
- lead on the development of the Innovation Park's infrastructure and property requirements, and work with the Managing Director on the development of business cases for future Capital investments, including the commissioning of external services where required
- present finances and property reports, and business cases to internal and external audiences where required

In addition to the above, this role will be expected to:

- Undertake regular training and development required to fulfil the role to a high standard.
- Adhere to our policies, procedures and standards as published.

- To uphold and embody Dorset Innovation Park Limited's values and behaviours in all that you do.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management
Reporting to: Managing Director, Dorset Innovation Park Ltd

PERSON SPECIFICATION

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	**Assessed through:**
1. Relevant Degree level education or equivalent recognised qualification in property, surveying, asset management, or a related field.	Application form
2. RICS membership.	Application form
Experience	
3. Significant proven experience of working in a property or asset management environment, ideally in a commercial or economic development context managing a portfolio of commercial property and land assets.	Application form
4. Experience of working with both public and private sector stakeholders, including knowledge of public sector responsibilities where they apply to commercial property.	Application form
5. Demonstrable track record of delivering commercial property developments or investment projects, including production of business cases, securing finance, project and contractor management, and delivery of key outcomes.	Application form
6. Proven experience in developing and implementing comprehensive asset and financial management plans within a commercial property environment. Skilled in aligning financial objectives, optimising portfolio performance, and ensuring robust monitoring and reporting to support long-term value and compliance.	Application form

7. Ability to manage contracts effectively, including drafting, reviewing, and negotiating agreements, while ensuring compliance with legal and commercial requirements. Demonstrates attention to detail, risk awareness, and the capability to maintain strong relationships with suppliers, tenants, and service providers.	Application form
Knowledge, skills & abilities	
8. Comprehensive understanding of commercial property markets, lease structures, asset valuation principles, and current legislation affecting property management. Ability to interpret and assess market trends and provide informed advice to optimise asset performance and ensure compliance.	Interview Assessment
9. Familiarity with national and local government policy relating to regeneration and economic development, such as Enterprise Zones and Local Development Orders.	Interview Assessment
10. Strong project management and organisational skills, with the ability to plan, prioritise, and deliver multiple projects simultaneously within tight deadlines, while maintaining high standards of quality and efficiency.	Interview Assessment
11. Ability to communicate effectively with diverse stakeholders, negotiate complex agreements, and build strong, relationships with clients, tenants, contractors, and internal colleagues to achieve commercial objectives and resolve issues promptly.	Interview Assessment
12. Strong financial and commercial acumen with proven experience in managing budgets, monitoring expenditure, and ensuring cost efficiency.	Interview Assessment
13. Ability to analyse.	Interview Assessment
14. financial performance, forecast revenue, and make data-driven decisions that support profitability and long-term asset value.	Interview Assessment
15. Ability to work independently, managing your own workload but also being able to contribute to the successful delivery as part of a multidisciplinary team.	Interview Assessment
16. Must hold a full, valid, UK driving license and have a willingness to undertake travel were appropriate.	Interview Assessment
17. Ability to work occasional early mornings or late evenings to attend stakeholder or council meetings or events.	Interview Assessment

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment and interview (as specified below). We'll also use references to confirm that you meet the criteria for this role. We will require evidence of the qualifications, training or registrations listed below.

Experience	**Assessed through:**
18. Membership of RICS, RTPI or similar professional body.	Application form
19. Hold a recognised project or programme management qualification (such as PRINCE2, APM, or PMP), demonstrating formal training and expertise in structured methodologies for planning, executing, and delivering projects successfully.	Application form
20. Experience of working within, or alongside, a local authority or government-funded programme.	Application form
Knowledge	
21. Sound knowledge of the wider planning process, including the ability to navigate planning procedures, engage with planning authorities, and assess implications for property development and asset management at the innovation Park.	Application form Interview Assessment