



ROYAL
ACADEMY
OF MUSIC

1. JOB DETAILS

Job Title:	Estates Analyst (0.8 FTE)
Dept/Faculty:	Estates
Location:	Royal Academy of Music
Responsible to:	Head of Estates
Dimensions:	
Internal/external contacts:	Staff, students, venue-hirers, members of the public,

2. PURPOSE OF THE JOB

To support the Head of Estates with responsibility for Financial Services across all Estate Departments. To be responsible for process and workflow. To provide analytical data to the Head of Estates. To assist in the preparation of tender documents. To provide excellence in customer service. To recommend and implement methods for increasing operating efficiency and profitability.

- Workflow process and documentation across all divisions.
- To analyse the Estates business model and make suggestions for improvement.
- To be the primary contact for all financial matters.
- To provide assistance where required to the Head of Estates in all financial matters.
- To provide excellent customer service skills.
- Present business recommendations to the Head of Estates. These recommendations may include cost reduction measures, revenue generation ideas and way to streamline operations or increase customer satisfaction and always ensure value of money.
- To provide assistance to the Head of Estates in building compliance and management.
- To be responsible for procurement management.
- To be responsible for all financial management.
- To review all suppliers and purchases to ensure value for money and best practice.
- To be innovative in all areas.
- Developing strategy for the department in conjunction with the Head of Estates.
- Implement change as required.
- Provide financial reporting to the Head of Estates
- To collaborate with other departments to improve communication
- To continually analyse and advise teams in workflow management, time and motion to ensure effectiveness on the ground.

- To be able to sit across all areas of Estates to encourage cross working relationship.
 - Assist the Head of Estates with budgets and control areas, and to provide reports.
 - To ensure financial compliance.
 - To carry out any other duties as are within the scope, spirit and purpose of the job, as requested by the line manager or Head of Department.
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3. NATURE & SCOPE

The Royal Academy of Music is an institution of world renown, training over 800 students from more than 50 countries in over 20 musical disciplines. Britain's oldest conservatoire, established in 1822, the Academy is committed to the future and shaping contemporary musical life through the students we teach, the events we host, the recordings we produce, our research and by nurturing an engaging community that is open to everyone.

The Estates Department is at the heart of the Academy and affects the experience of all those visiting the buildings. It is an extremely busy department covering a wide range of activities and operating in an environment which is open to the public. The main building is open from 7am-11pm most days with frequent public concerts at lunch times and evenings. As a result, cover is often required outside of standard office hours.

The main buildings are on long leases, situated on the Marylebone Road (Grade I and Grade II listed) and there are three other properties used for teaching and practice nearby.

This job requires strong financial acumen within an Estates Department environment.

GENERAL:

1. This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.
 2. All employees have a duty to comply with the Academy's published policies and procedures and at all times work within the spirit and scope of Academy Equality and Diversity Policy.
 3. The Academy is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment, in line with the Ethics and Conduct policy.
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PERSON SPECIFICATION

Job Title: Estates Analyst

Grade: 6

Department: Estates

Date: October 2019

ATTRIBUTES	ESSENTIAL	DESIRABLE
SKILLS / KNOWLEDGE / COMPETENCIES:	<p>Excellence IT skills (Word, Excel)</p> <p>Commercial acumen</p> <p>Excellent Communication Skills</p> <p>Excellent Analytical Skills</p>	CAD Literate
EXPERIENCE:	<p>Experience within a similar position within Facilities Management</p> <p>Experience of Financial Property Management</p> <p>Experience of contract tender and negotiation</p> <p>Budget management across multiple property portfolios.</p>	
QUALIFICATIONS / TRAINING:	<p>Good standard of general education, including minimum of GCSE Maths and English grade A-C (or equivalent)</p>	FM qualification
PERSONAL ATTRIBUTES:	<p>The ability to communicate effectively and appropriately with a diverse range of people.</p> <p>Flexible, tactful and diplomatic</p> <p>Team player</p> <p>Excellent customer service skills</p> <p>Attention to detail</p> <p>Excellent organisational and problem-solving skills.</p> <p>Ability to remain calm and organised under pressure</p> <p>Ability to show initiative.</p>	