



Domino's Pizza UK & Ireland | Job Description

JOB DETAILS

Job Title	Estates Manager
Function / Department	Estates
Location	Field Based
Reporting To	Director of Estates
Date	May 2026

JOB PURPOSE & RESPONSIBILITIES

Job Purpose:

This is a key role at Domino's in helping to keep the doors of our stores open and trading both now and into the future. To do this the Estates Manager must take responsibility for lease events, including lease renewals; seek to minimise all property costs; and to resolve estate management issues, such as repairs and parking disputes. They will need to apply their technical and people skills to get the best results across a large number of stores, working closely with franchisees, landlords and external professionals.

Key Responsibilities/Job Tasks:

- Ensure that DPG pays and collects the correct rents and other property sums on time.
- Check and approve all rent demands and other property charges before payment, seeking supporting information and reconciliations where appropriate. Approve rent runs and funding requests, ensuring we are both paying and collecting the correct sums.
- Be mindful of and where necessary challenge property costs, working with external professionals to keep rents, service charges, insurances, repairs, business rates, fees and other relevant property charges as low as possible.
- Working where necessary with the wider Operations and the Development Team to conduct regular estate reviews with franchisees, bringing lease events and other property matters to their attention and seek to reach agreement on actions required to both develop and protect their store portfolio.
- Planning ahead and securing agreement from our franchisees to renew leases and execute or sell lease breaks.
- Provide technical advice on leases and estates matters to the Company and its franchisees. Instruct and manage solicitors and other external professionals to properly manage landlord notices and other legal property matters.
- Work with our professional advisors and franchisees to deliver lease renewals, lease variations and rent reviews in a timely and efficient manner. Hold our external professionals, including solicitors and surveyors to account, to ensure they deliver accurately on time and to the highest standards.
- Deliver a cost effective and efficient lease termination process, including the management of legal notices, surrenders, effective lease breaks and dilapidations with landlords, franchisees and external professionals.



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- Build good working relationships and manage estates issues between our landlords, their advisors and our franchisees to ensure that stores can remain open to trade and can do so as efficiently as possible.
- Working with our franchisees and Estates Team colleagues to deal with landlord's notices and repair problems as they arise.
- Ensure that all property agreements are correct and supplied to DPG by its solicitors. Take responsibility that information input by the Estates Assistants onto the Company's property database is accurate.
- Ensure that any internal and external reporting is comprehensive, accurate and timely.

The following sections consist mainly of a series of questions related to specific skills/job requirements. You should focus on the role rather than the individual when considering the most appropriate answer and should base the response on what you consider to be the normal features of the job which are typical of the job and its usual working conditions over the year.

SKILLS & JOB REQUIREMENTS

Strategic Responsibility

Please provide details of the level of responsibility the role has for setting strategy: (Please indicate if a role has accountability for setting or inputting into a specific strategy e.g., a Functional Strategy, please confirm if it is Significant)

No strategic responsibility but will provide professional insight and advice on their portfolio along with wider property matters.

Business Knowledge

Please provide details of how much business knowledge the role requires as a minimum requirement i.e. how much internal knowledge of the business is required, and how much if any external commercial awareness is required? Which teams does the role work closely with?

This role works closely with many DPG departments, including Finance, Legal, Operations and Development; franchisees; landlords; and external suppliers, including solicitors and property consultants. Knowledge and understanding of the DPG business model is important along with good commercial property and business awareness.

Problem solving

Please provide details of how the role resolves problems/issues on a daily basis: e.g. Does the role use straightforward common sense? Does the role make straight forward judgements and is guided by precedents? Does the role evaluate multiple sources of information in complex or novel situations?

The role operates within agreed policies and processes and requires the ability to prioritise and flex their own workload, working with others and sometimes autonomously to solve problems.



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Decision making

What level of **decision making** is required of the role and on what decisions does it impact? E.g. there is little requirement for decision making in the role, or role makes decisions within defined procedures, or role makes decisions outside of established procedures but within a policy framework, or role makes decisions within broad business guidelines where there are few or no policies available.

The role makes decisions both in and sometimes outside of established procedures but within a policy framework.

Communication

Please outline the type of communication skills required: e.g. is basic common courtesy required, or regular exchange of factual information, or are influencing or negotiation skills required as an essential requirement of the role?

The role requires regular exchange and interpretation of information and common courtesy when dealing with internal colleagues, franchisees and external partners. The role requires high levels of literacy to understand legal documents as well as ability to clearly present information, e.g. reporting to franchisees. It also requires influencing and negotiation skills with DPG, franchisees, landlords and other 3rd parties.

Innovation

To what extent does the role contribute to and manage change, e.g., suggest improvements to products/processes or contributes useful ideas or regularly recommends improvements on existing procedures and quality within own area, or develops/adapts new existing processes for increased quality/efficiency or continuously searches for improvements in techniques which add value to the business and has full responsibility and accountability for implementing these.

The role requires taking the initiative and ownership of work to identify opportunities, improve processes, share ideas and on occasion take responsibility for their implementation.

Please summarise the levels of minimum education, knowledge, skills and experience this position requires (e.g., if you would be recruiting to fill this position, what aspects of background or knowledge would you expect a successful job applicant to have?)

Note: This may differ from the current job holder's own skills and experience

JOB SPECIFICATIONS	
Degree/Professional Qualification	<ul style="list-style-type: none"> Real Estate Degree or Masters. Ideally MRICS with at least two years PQE
Knowledge	<ul style="list-style-type: none"> Knowledge of UK commercial property practice and law. Experience of managing commercial property portfolios, ideally in the hot food takeaway sector or other retail/ franchise business.
Skills/Ability	<ul style="list-style-type: none"> Good numeracy and literacy Attention to detail Good communication ability to build effective working relationships with partners both internally and externally.



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| | <ul style="list-style-type: none">• Self-starter who can identify and take responsibility to resolve property related legal and building matters.• Ability to understand, interpret and explain technical and legal information.• Influencing and negotiation skills.• Commercially astute and able to understand commercial impact of own actions.• Ability to prioritise and self-organise• Ability to use Microsoft packages inc. Word, PowerPoint and Excel and AI |
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