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| **JOB DETAILS** | |
| **Job Title:** | **Ireland Property Manager** |
| **Function: Department** | **Property Development** |
| **Location:** | **Republic of Ireland / Northern Ireland** |
| **Reporting to: Reporting To** | **Steph Hedger, Property Development Director** |
| **Effective Date: irectReports** | **Q1 2025** |
| **Financial Scope/Operating Budget/Revenue (P&L) (If Applicable)** |  |
| **Old DPG Grade/New DPG Band:** | **D** |

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| JOB PURPOSE & RESPONSIBILITIES |
| **Job Purpose:**  Due to the growth potential in the Republic of Ireland and Northern Ireland, this role will be an on-the-ground resource responsible for identifying and securing new sites in line with our growth strategy. They will also be experienced in project management to facilitate the design and build of all new stores working closely with the Irish Operations team; our Franchisees and approved vendors. The role will likely extend to relocations and remodels in the future. |
| **Key Responsibilities/Job Tasks:**  Please list the most important responsibilities (with a breakdown of Frequency against each e.g, sometimes, often, considerable etc).  Identify and secure new profitable sites within pre-agreed target areas and present sites for approval to the New Store Committee that meet our brand requirements.  Negotiate Heads of Terms with FZE profitability in mind alongside our lease non-negotiables and manage Solicitors through lease exchange & completion.  Carry out site inspections and consider schedule of works for negotiation with the Landlord. Coordinate onsite briefings.  Manage other external consultants e.g. Planning to ensure all necessary consents are obtained and due diligence is completed before committing to the lease  Work closely with Franchisees throughout the pre-opening process ensuring regular and effective communication and provide support in relation to design management; utilities; tendering; on site inspections and snagging reports  Responsible for building cost management strategy; agreement with Franchisee and reconciliation of costs once project completes  Ensure all project milestones are updated / maintained to aid accurate reporting to the wider business |

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.

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| **SKILLS & JOB REQUIREMENTS (Please complete where applicable)** |
| **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)  The Programme Manager will influence strategy through their local market knowledge to build the real estate strategy and any specific requirements in Ireland around new formats |
| **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?  Experience in both Acquisitions and Project Management in Ireland essential  Domino’s knowledge not required as training will be provided. |
| **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? Does the role use other skills for problem solving? Does the role require advanced analytical thinking to develop innovative solutions to problems?  No deal or site are the same and a good Acquisitions Surveyor and Project Manager has the ability to balance the pros and cons to ensure it proves to be the right opportunity for both us as a brand and the Franchisee. Unforseen issues and delays by 3rd parties regularly need to be dealt with and solutions identified to keep to our programme. |
| **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 r, or role makes decisions within broad business guidelines where there are few or no policies available.  Decisions are typically made based on defined processes and ways of working but whilst onsite decisions may need to be made to keep works moving |
| **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?  An organised individual with strong communication skills are required based on the number of stakeholders they will interact with as well as working remotely from your Line Manager. |
| **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.  Limited opportunities for innovation with the exception of integrating into the team and supporting project workstreams like sustainability or new formats. |

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

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| JOB SPECIFICATION | |
| 1. Professional Qualification(s) | Minimum Degree educated  Experience in Acquisitions with RICS preferred  Project Management background |
| 1. Knowledge | Extensive network of local Landlords; Agents; Developers and Corporate Partners (Retailers etc)  Understanding of planning system in Ireland preferred |
| 1. Skills/Ability | Organised  Commerically astute  Ability to manage stakeholders  Strong communication & negotiation skills  Self-starter and ability to motivate others -  Analytical and good attention to detail  Fully mobile (Ireland & Northern Ireland) – 80% |