



ROLE PROFILE

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| Job Title: | Associate Director, Technical Development, France | Location: | Paris, France |
| Reports to: | Associate Director, Technical Development, France | Division/Dept: | Property - Continental Europe/ France |

Summary of the Role's Main Purpose

As part of the Technical Development team, The Associate Director will manage complex construction projects and refurbishment works for the French asset portfolio. Thus, they will ensure compliance with budgets, timelines, and Health and Safety regulations.

The role involves collaborating with internal teams and external contractors to deliver cost-effective solutions for developments, renovations, and customer fit outs.

Key responsibilities include managing technical issues, sustainability, H&S compliance, and post-construction handovers, while also supporting property management, innovation projects, and operational excellence across the portfolio.

Principle Accountabilities

Team Working:

- Assist the Investment, Development & Asset Management teams in preparing project briefs.
- Identify and prioritise overall project objectives for the Asset Management team.
- Assist Development, Investment and Asset Management in defining viable cost projections.
- Support Investment, Development & Asset Management by preparing project appraisals and board papers.
- Prepare comprehensive outline project programmes for inclusion in appraisals and board papers.
- Regularly liaise with Investment, Development and Asset Management to understand customer changes and deliver implementation plans.
- Work as a team with colleagues in Property & Asset Management and keep updating them on maintenance issues and budgets in their portfolio.
- Provide proactive intelligence to Investment, Development and Asset Management regarding opportunities and risks identified during interactions with customers (including exit interview feedback/customer satisfaction scores).
- Ensure consistent and high-level customer service, as measured via an annual satisfaction survey.

Project Management & Coordination:

- Manage the delivery of new construction/refurbishment/renovation projects, on time, within specification and budget.
- Support Investment, Development and Asset Management in coordinating projects for customer outfitting/refurbishments - providing technical support and managing the budget.



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- Protect business from risks (operating permits/cost uncertainties/project delays/specification changes/unforeseen problems) by obtaining regular progress updates.
 - Set up and manage the change order procedure, ensuring “Tenants Variation orders” or “Landlords Variation orders” are completed to update the design and construction team (and ensure an audit trail is kept of any specification changes).
 - Follow up on all contractual reserves.
 - Conclude all issues in the Agreement to Lease in a timely manner (warrantees, test certificates, sustainability certification, Operations & Maintenance manuals, reserves, etc.).

Selection and Management of Third Parties:

- Prepare the relevant documents for the call for tenders.
- Support Technical / Development specialists with the selection of the right team for the project - assist with the interviewing and negotiating process of preferred design and build contractors.
- Manage and motivate a team of consultants and contractors through the project with fine attention to detail - ensuring the brief is maintained and all KPIs are delivered.
- Communicate with the team on a regular basis (external Project Manager, Electrical and Mechanical building inspectors) to check progress, answer queries and resolve problems.

Customer Relationship:

- Influence customers on requests to change specifications (informing them of the implications and offering advice and support).
- Act as the first point of contact for technical defect or snagging queries.
- Provide technical and photographic updates for customers on project progress.
- Advise customers on ‘Early Access’ requests, working through a compromise solution (when possible) whilst ensuring the overall project is not jeopardised.
- Attend Real Estate Management meetings with customers and Property or Asset Management colleagues.

Core Areas of Knowledge, Skills & Experience

- Degree/professional engineering/construction-related qualification.
- Experience in installation (mechanical and electrical engineering) and construction.
- Experience in new developments (renovation, refurbishment, pre-lets or speculative developments).
- Experience in various types of estimates - from conceptual estimates, for early conceptual studies and design/build work, to detailed estimates for projects of various cost magnitude.
- Skilled in the management and motivation of third parties.
- Strong Excel skills.
- English Language Written and Verbal with professional proficiency.

Desirable

- Experience in cost reporting and budget processes.
 - Experience in construction regulations and Health & Safety responsibilities.
 - Knowledge and experience in project planning phases, project management, project design, specification and building construction techniques.
 - Experience in design & build contracts and procurement methods.
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- Professional qualification (RICS, CIOB or equivalent).
 - Experience in warehouse construction.
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Special Job Requirements

- Clean driving licence and ability to work flexibly, visiting project sites as required.
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Date of completion: January 2025

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.