

Estate Management Graduate

Reporting to: Commercial Manager

Purpose: To identify and assist in the acquisition of development sites across the region in order for business plan targets to be met and to work closely with Sales, Business Development, Technical and Estimating teams in order to ensure that maximum contribution is achieved from all land purchases.

Achieving Results

- Identifying evaluating and securing land/sites for residential development on the most cost effective basis.
- Ensuring the company's commercial interests are best served
- Supporting the Regional Commercial Manager in the identification of risks and the application of the Commercial Standing Instructions
- Ensuring that commercial opportunities are optimised and the company's position is always suitably protected.
- Keeping abreast of best practice and innovations and relevant technical and planning policy; report on the likely impact to the pursuit of continuous improvement and land purchase
- Exploring opportunities with Morgan Sindall Group companies

Managing the Process

- Maintain a high profile with external property contacts by establishing and maintaining effective working relationships with LA's, local agents, and land owners in the pursuit of opportunities for the company.
- Develop and maintain a full understanding of company systems and procedures associated with investigating, reporting and purchasing land
- Negotiate and formulate the basis of land offers for consideration by the senior management team prior to any formal approach being made
- Maintain a sound knowledge of all technical aspects of the acquisition and development of land.
- Develop and maintain a thorough understanding of potential legal issues relating to contracts, joint ventures and partnerships.
- In conjunction with the Regional Commercial Manager, formulate offers, co-ordinate investigations, negotiate with LA's, agents and landowners in order to produce contracts for signature
- Act as coordinator between land and other internal departments to ensure opportunities are optimised and effective working relationships are developed to assist in the land acquisition process.
- Work and co-ordinate closely with Business Development regarding potential opportunities and bids
- Consistent provision of timely and accurate documentation associated with company's bid timetable structure
- Undertaking value engineering techniques so as to provide commercial "edge", seeking innovative solutions to land and development opportunities
- Ensuring suitable liaison with Construction Management on programme requirements, buildability and preliminaries

- Ensuring appropriate archiving of bid documentation in accordance with CSI.
- Supporting the Regional Commercial Manager at all times in effective application of the CSI.
- Evidence a suitable knowledge of/ensure compliance with the Company's policies and procedures in respect of Health, Safety, the Environment, LIMS, I.T. and Human Resources.
- Comply with LIMS procedure relating to pre-contract and bid process

Serving the Customer (Internal and External)

- Ensuring suitable liaison with the technical team to ensure bid compliance to development technical standards
- Ensure suitable liaison with Sales team on market position and layout
- Ensuring suitable liaison with the operational delivery team in terms of internal handover/the pre-start process so as to facilitate best possible transfer of information
- Ensure suitable liaison and communication with internal and external customers regarding land and development opportunities

Delivering Quality

- Regular review/update of cost base data including gathering feedback from post bid surveying/buying teams so as to ensure robust bidding on an ongoing basis and thus the regular and continued maintenance of C21 libraries.
- Vetting of initial bid documentation in conjunction with RCM to identify commercial risk and participation in the process of the management/ elimination of such risks by qualification/negotiation, etc.
- Producing the most efficient and cost effective bid solutions for land and development opportunities

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Health & Safety			
Contracts, contract documentation			
Construction materials			
Design			
Construction methods and technology			
Procurement			
Local subcontract market			
Negotiation			
Pricing levels			
Temporary works			
Management systems LIMS			
C21			

Microsoft Word			
Microsoft Excel			
Microsoft Outlook			
Microsoft PowerPoint			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site on Insite. Full course descriptions explaining the content of these courses are also available on Insite.