

**Job Code:** Land & Partnerships Manager - South Wales

**Reporting to:** Regional Partnerships Director

**Purpose:** Responsible for growing and strengthening our relationships with partners in the South Wales area of the region, identify and assist in the acquisition of development sites across the South Wales area, facilitate effective partnering to identify open market, mixed tenure and contracting opportunities.

Candidate must have demonstrable experience of working in affordable housing, land acquisition, preferably from a housing association background and has a track record of developing relationships with RSL's and Local Authority clients in South Wales.

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#### **Achieving Results**

- Identifying evaluating and securing land/sites for residential development on the most cost effective basis.
- Keeping abreast of changes in legislation as they affect partnering and social housing in South Wales - specific focus should be on the recommendations agreed in the Affordable Housing Review and opportunities arising from the CCR Viability Gap Funding and Welsh Government's Stalled Site Funding.
- Building relationships with key stakeholders at all levels through a range of organisations throughout the region, including those with an interest in partnerships, land, social housing provision, planning etc. These will include Development Managers in LA and RSL's, Land Agents, Employers Agents and other consultants.
- Continually audit key clients such as Local Authorities and RSL's to ensure we understand their key needs/drivers, personnel and areas of focus. Findings of audits to help inform new business strategies and opportunities for partnership working to unlock housing development.
- Build a detailed understanding of the mixed tenure and social housing industry.
- Oversee the timely completion of Pre-Qualification Questionnaires (PQQ's) and tenders in conjunction with other members of the partnerships team as well as the operational, commercial and estimating teams.
- Tracking business opportunities and updating associated information including CRM.
- Identify, develop and incorporate new ideas and best practice into the process to drive bidding innovation and improve success rates
- Source and help maximise RSL offers for land led, mixed tenure and Section 106 opportunities.

#### **Managing the Process**

- Manage/control of initial land bidding process act as Bid Manager on initial land bids.
- Oversee the preparation and submission of PQQ's, tenders and other bid documentation and support materials for site visits, interviews and mobilisation.

- Assimilate and edit information and write clear, focussed and logical proposal material to tight deadlines and to give sufficient time for review and approval
- Tracking opportunities through Public Sector frameworks and online portals.
- Participation in regular meetings to review current PQQ's and Tenders, agree priorities, and identify future/upcoming opportunities.
- Assist in the design, coordination and writing of proposal material for allocated projects/sections, ensuring consistency of style, content and message throughout the proposal and conformance to customer specification and the company's commercial policy and business philosophy
- Understand the regions client base such that tender documents can be reflective of the specific client and remove generic offerings
- Work with the Regional Partnerships Director to seek innovative solutions to customer requirements to produce bespoke solutions and variant offers.

#### **Managing corporate relationships:**

- Regular interface with clients and contacts to understand their business objectives, key contacts within each of their organisations and their strategic business objectives
- Attendance and participation in conferences, exhibitions, seminars and presentations
- Ensure client contacts and key strategic business objectives are logged onto CRM.

#### **Maintain a database of clients and contacts including information on the core strategic objectives, along with information on new business opportunities:**

- Ensure all companies, clients, contacts and new business leads are updated onto Lovell's New Business CRM system
- Ensure CRM is administered correctly and all projects in the pipeline are regularly updated for review by regional and national boards
- Alongside the Regional CRM Super User - participate in CRM development forums to improve the functionality of the system.

#### **Market and promote the activities and profile of the Region**

- Always offer Lovell and Morgan Sindall as a solution to clients developments needs
- In conjunction with the Partnerships Director, develop, manage and organise a programme of corporate events to promote the Lovell brand
- Attend and assist in the chairing of the fortnightly marketing and social media working group and ensure we are developing and posting content to promote the Lovell brand
- Develop and prepare marketing collateral including quarterly newsletters, case studies and social media posts
- Prepare awards submissions which will help promote the Lovell brand.

#### **Client Satisfaction:**

- Implement new customer feedback process and ensure that 100% of feedback are completed via face to face interviews.

#### **Social Value Bank:**

- Ensure the outputs from the Social Value Bank are promoted within our bids and corporate communications.

## Serving the Customer (Internal and External)

### **Manage Partnering Relationships**

- Facilitate partnership working with Strategic Partners.
- Network via regular meetings and on-going contact with key clients - include client, consultants, regulatory bodies, landowners, local authorities and government agencies.
- Assist in hosting workshops and seminars.

### **Liaise with internal and external clients by various methods of communication**

- Organising partnering workshops and seminars.
- Attendance and participation in conferences, exhibitions, seminars and presentations.
- Pursue partnering opportunities and enquiries via telephone, letter and face to face meetings.

## Delivering Quality

### **Comply with LIMS procedures relating to Business Development**

- Familiarise self with the process flow charts and ensure that any action for which you are responsible are carried out at the appropriate time.
- Keep the LIMS procedure manual updated with all amendments issued periodically.

## Managing People

### **Monitor and Feedback on Performance**

- Carry out annual and interim Performance & Development Reviews
- Monitor and manage attendance, including any return to work or disciplinary action
- Identify shortfalls or training requirements that may arise during the works

### **Comply with Lovell Policy and Employment Legislations, relating to;**

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

### **Regularly Communicate**

- Carry out daily / weekly / monthly communication with site staff and sub-contractors
- Cascade information from quarterly Operations workshops

### Give and Receive Feedback

- Regularly discuss individual, team and site progress through one-to-one's; project meetings; supply-chain meetings.

### Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

<b>Technical Skills and Knowledge</b>
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	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Microsoft Outlook			
Microsoft Publisher			
Power Project			
Form & develop relationships with key Clients			
Form & develop relationships with supply chain partners			
Knowledge & understanding of Egan Agenda and Partnering principals			
Knowledge & understanding of KPI's, Customer Charter, Benchmarking and continuous improvement practices			
Knowledge & understanding of different forms of contracts			
Knowledge & understanding of existing partnering projects			
Knowledge & Understanding of research methodologies			
Knowledge & understanding of LDP, & SPG			
Knowledge & understanding of public funding sources and leverage			
Knowledge & understanding of various procurement routes, i.e., PFI, LSVT, ALMO, JV Co's etc...			

<b>Training Matrix</b>
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A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.