

Job Code: xxx                      **Land & Planning Graduate**

**Reporting to:**                      National Land Director

**Purpose:**                              To assist in the identifying, securing, promoting, master planning strategic land for residentially led development for the Strategic Land Team

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<b>Achieving Results</b>
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- Efficient support to colleagues in the strategic land team
- Meeting deadlines set for specific tasks
- Developing knowledge of the processes and systems to identify, secure, promote and master plan strategic land for residential development to be able to develop in the role
- Developing managerial skills required to perform the role of an Assistant Strategic Land Manager/Planning Manager
- Registering for either the RTPI/RICS professional qualification and completing Year 1 of the required training with support from the business.

<b>Managing the Process</b>
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- Assisting colleagues in all aspects of site assessment to select sites and confirm their suitability for promotion through the local plan
- Undertake site visits to understand site characteristics and the locality its within
- Prepare sustainability and viability appraisals
- Assist in the compilation of Local Plan Reps and co-ordinate supporting information required
- Assist in the assessment of capacity studies
- Local plan/planning policy monitoring
- Research and preparation of reports required to support site assessment/planning submissions e.g., political audits, 5YLS, housing need, s106 agreement requirements, competitor planning promotions and planning applications
- Prepare documents to support strategic land proposals to submit to for board approval or to landowners and agents in accordance with company governance
- Assisting in the identifying, securing, and negotiation of strategic land opportunities
- Monitoring the discharge of legal obligations in option agreements, land contracts and planning permissions
- Assisting in the preparation of strategic land development appraisals and the co-ordination of the inputs from market research, development costs and development programme key dates
- Prepare presentation material to support community and stakeholder engagement
- Attending meetings with the team, consultants, landowners, agents, and regions as required
- Assist in managing of budgets, procurement of consultants and on-going co-ordination of consultants

- General administration, including creating and management of databases, trackers, and business reports

#### Serving the Customer (Internal and External)

- Developing a network of contacts to include agents, consultants, local authorities
- Liaising with Regions to collaborate on information required to progress land/planning and update on progress of strategic land opportunities
- Assist in all aspects to of stakeholder events which may include land agent networking, consultant introductions, public consultation or meetings with landowners and councils.
- Supporting senior colleagues in land or planning in all aspects on land/planning to develop skills

#### Delivering Quality

- Ensuring that all reports/correspondence meet the Lovell Brand Guidelines and Strategic Land in-house style.
- Research, data analysis and correspondence to be quality checked before issue to set and maintain the high standards required
- Securing strategic land sites and promoting through the local plan process in an efficient timeframe and to budget; ensuring that optimum development solutions are delivered.
- Assisting colleagues in risk management by removing blockers to development and identifying opportunities for improvement
- Ensuring that all aspects of land assessment, the planning process or negotiations are undertaken in accordance with company governance and statutory requirements.

#### Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Relevant Degree with accreditation to RICS/RTPI			
Communication skills – verbal and written			
Microsoft Outlook			
Microsoft Word			
Microsoft Excel			
Microsoft PowerPoint			
Data-Management			
Knowledge of Relevant Lovell IT systems			
Knowledge of Planning Framework			
Land Appraisal			
Knowledge of UK Residential Property Market			
Contract Law			
Negotiation			
Health & Safety (Including CDM)			

## Training Matrix

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