

Job Code **Land & Planning Graduate**

Reporting to: **Regional Partnerships Director**

Purpose: To assist Land Managers in the acquisition of development sites across the South Wales & South West areas within the region in order for business plan targets to be met. To work with Sales, Business Development, Technical and Estimating teams in order to ensure that maximum contribution is achieved from all land and partnering opportunities.

Achieving Results

- Assist in identifying, evaluating and securing land/sites for residential development on the most cost effective basis.
- Ensure all tender opportunities are identified and pursue those suitable.
- Supporting the Land & Partnership team and Commercial teams in the identification of risks and the application of the Commercial Standing Instructions
- Monitor all regional and local authority planning and housing documentation and OJEU notices for future land / partnership opportunities.
- Acquire land within the 5 year Regional Growth Plan.

Managing the Process

- Support Land Managers to manage/control of initial land bidding process on initial land bids.
- Assist with planning appraisals to assess the planning and development potential of residential land opportunities.
- Undertake in house planning services through the submission of various planning applications on behalf of the company.
- Involvement in managing and progressing strategic land opportunities through Local Development Plan.
- Assist with the information flow between all parties associated with the land bid.
- Assist with negotiation and formulate the basis of land offers for consideration by the senior leadership team prior to any formal approach being made.
- Develop and maintain a sound knowledge of all technical aspects of the acquisition and development of land.
- Assist with co-ordination 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.
- 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.
- Relationship building with landowners, developers, agents and other property professionals to enable the identification of 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.
- Assist with 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.