

**Job Code** Land & Partnerships Graduate

**Reporting to:** Regional Partnerships Director

**Purpose:** To learn the tasks and responsibilities of a Land Manager in preparation for an Assistant Land & Partnership Manager role.

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### Achieving Results

- Assist in identifying evaluating and securing land/sites for residential development on the most cost effective basis.

### 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.
- Help negotiate and formulate the basis of land offers for consideration by the senior management team prior to any formal approach being made.
- Develop 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 Land & Partnership Managers, formulate offers, co-ordinate investigations, negotiate with LA's, agents and landowners in order to produce contracts for signature.
- Work and co-ordinate closely with Business Development regarding potential opportunities and bids.
- Ensuring appropriate archiving of bid documentation in accordance with CSI.

#### Preparation and submission of documents

- Assist in the preparation and submission of an excellent standard of PQQ's, tenders and other bid documentation and co-ordinate the production of promotional brochures, newsletters, press releases and exhibition material.
- Assisting in the preparation of formal presentations and interviews.
- Preparing bid information including tender reviews.

#### Market and promote the activities and profile of Lovell Partnerships nationally

- Always offer Lovell as a solution to Clients development leads.

#### Conferences

- Assist in the organisation, planning and running of national conferences.

#### Research and analysis of property markets and legislation affecting them

- By use of the internet, printed documents and publications.
- Keeping abreast of changes in legislation as they affect the construction industry and reporting on strategic issues.

#### Team membership responsibility

- Close liaison with other members of the Business Development team.
- Supporting the Business Development team in their other roles.

## 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.
- Ensure suitable liaison and communication with internal and external customers regarding land and development opportunities.

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

- Fielding telephone enquiries, making appointments and responding to routine written correspondence.
- Attendance and participation in conferences, exhibitions, seminars and presentations.

### **Maintain a database of Clients and contracts**

- Using the Business Development database log all contacts and activity with them.
- Maintain the CRM database.
- Manage the Business Development tender files on F Drive including updating, filing and distribution.

## Service First

- Develop and maintain productive relationships with Clients and Customers.
- Understand the importance of customer service and adhere to the Service First principles at all times.
- Promote a clear focus on quality assurance, service accessibility and responsiveness, maximising client involvement and feedback.
- Promote the profile of Lovell.

## Delivering Quality

- 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.
- Ensure an excellent standard of quality is maintained when producing quality submissions, presentation material and other promotional literature which will be viewed by our existing and prospective clients.
- Demonstrate a commitment to the principles of Equal Opportunities at all times.

## Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Microsoft Outlook			
Microsoft Publisher			
Form & and Develop relationships with key clients			
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 and understanding of research methodologies			
Knowledge and understanding of public funding sources and leverage			
Design			
Environmental Legislation and issues			
Planning techniques			

## 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.