

Job title:	Assistant Land Manager
Directorate:	Development
Department:	Land and Planning
Date Written:	March 2018
Grade:	15
Job code:	4404

Purpose of job

Assist the Land & Planning Team with the acquisition of development opportunities (Land, S106/package & Joint Ventures) in line with the Development Strategy.

Identifying and securing a portfolio of future opportunities to meet the growth ambitions, from initial scheme feasibility through to purchase, securing scheme approvals and handing over schemes to the Delivery team.

Key duties and responsibilities

- Record and review new opportunities, undertaking research with internal colleagues and preparing scheme appraisals for all tenures.
- Preparing and submitting bids for new opportunities in a timely and accurate manner, checking all relevant scheme information and completing further research if required.
- Take responsibility for the recording/updating of all opportunities for weekly review with the Land & Planning team.
- Assist and support Land Managers with establishing project briefs, setting up internal/external project meetings with effective contribution at meetings.
- The ability to utilise available technology to regularly search for new development opportunities.
- Assist with the preparation of scheme reports and supporting information for Executive and Board approval.
- Liaise with landowners/agents/developers in the submission of offers, ensuring compliance with procurement rules as well as with financial, legal and regulatory frameworks.

- Understand the affordable housing policies of local authorities.
- Attend and support at external networking events, raising Abri's profile, and attending seminars/training/meetings and providing detailed feedback to the Land & Planning Team.
- Assist with maintaining up to date risk registers for schemes, help identifying any new risks and assist in putting in place clear mitigation measures for all identified risks.
- Carry out all work in accordance with the development procedure, including the appointments of consultants and review of schemes against the employer's requirements, design brief and specification requirements.
- Take responsibility and to lead (seeking guidance when needed) on at least one scheme, managing the key aspects of development projects for example but not limited to; carrying out regular scheme viability appraisals and securing the appropriate Board approval; negotiation of legal contracts; maintaining up to date risk register for the scheme; working in compliance with funding/charging requirements; manage delegated project budgets up to an agreed limit in line with the level of position.
- Become the Pamwin super user for Land & Planning team.
- All other duties commensurate with the role and required by the Land Managers/Senior Land Managers/Head of Land & Planning.

Knowledge, skills and experience required

- Good understanding of the development process and relatable experience of working in a busy Development environment.
- An excellent communicator with the ability to build trusted relationships with all stakeholders internal and external.
- Skills and the ability to carry out viability appraisals across all tenures.
- A motivated and enthusiastic individual, who can work under pressure and prioritise workloads with excellent attention to detail.
- Flexible team player personality, with a natural ability to work in a rapidly changing environment and multi-task.
- Excellent IT skills with practical knowledge of writing Board level reports and understanding numerical and financial data.
- A keen willingness to learn and retain information.
- Full driving licence and access to own transport or the ability to travel in a timely and efficient manner to attend meetings in locations not easily accessed by public transport.

- Demonstrate our Values and Behaviours.