

ROLE PROFILE

Function	Land & Planning	
Job Title	Land Buyer / Manager	
Grade	C4 / M1	
Reporting Lines	Reports to	Land & Planning Director

Aim of the role

To be an integral part of the land team, assisting the Land Director in helping the business to secure land opportunities to support its short and longer term growth plans.

Responsibilities and Duties

Site Acquisition

- Identify and evaluate potential land opportunities in the context of the Business Plan and land buying criteria, including market research, site appraisals, and feasibility studies.
- Conduct thorough due diligence on potential land acquisitions, including legal, planning, environmental, and technical assessments. Evaluate risks and opportunities associated with each site.
- Contact landowners/their agents and assist in negotiations to achieve the most favourable terms and conditions (maximising value and minimising risk).
- Manage coordination of tender packs, securing sales and affordable revenues, and other planning/engineering information to feed into the land appraisal.
- Assist our Senior Estimator in producing a land appraisal.
- Preparation/review of heads of terms, Investment Committee packs, legal documentation.

Planning Support

- Monitor the planning process after exchange/completion to ensure successful resolution of acquired sites and maintain commerciality of planning approvals.
- To assist with the production and submission of planning applications on pipeline sites, including the collation of all associated reports and other documentation.
- To be cognisant of legislative and regulatory changes and ensure that new sites are reflective of all necessary design and planning policy standards.

Land/Property Disposal

- Sales of S106 affordable housing to Registered Providers.
- Sales of surplus land assets including self-build plots, writing sales prospectus, researching planning and technical constraints on site, local policy, market values, and reviewing offers.
- Conduct site viewings with potential purchasers.

Site Searches – Strategic Land

- Research local plan, SHLAA and land registry to identify suitable short and longer term opportunities and their availability to ensure the budget and land replacement requirements of the company are met.
- Research the planning history of development sites and provide appropriate advice.
- Strategically selecting locations to undertake searches, considering 5 year land supply position/planning status/market values/business need etc.
- Evaluate potential sites based on technical and planning constraints.

Networking & Market Awareness

- Build effective relationships with landowners, agents, promoters, competitors etc to keep them appraised of land buying requirements, ensuring the Company becomes a partner of choice for any new opportunities.

- Monitor and share market intelligence from land agents/competitors (land values, contracted and non-contracted deals, who's active etc).
- Analyse market trends and property values to inform investment decisions.

General

- Develop and maintain an understanding of the land appraisal system.
- Ensure databases are kept up to date (land leads, bids made and their analysis and retrospective review).
- Assist in the management of the Land Bank.

Knowledge Skills and Experience

- A degree OR relevant experience in discipline related to UK Land, Real Estate or Town Planning.
- A past history of securing land for a residential developer.
- Experience of supporting successful planning permissions.
- Good knowledge of the geographical area of the business and the key contacts (land owners, agents, promoters and local authorities).
- Self-motivated, resilient, diligent, ambitious, creative and problem-solving skills.
- Show initiative and possess a “can do” attitude with a “problem identification - solution proposal” approach.
- Team player, but able to work alone as required.
- Possess strong commercial acumen to achieve results that are cost effective and value improving for the business.
- Good understanding of Microsoft office suite – outlook, excel and word.
- Excellent organisational and time management skills.
- Good written and verbal communication skills, with well-developed interpersonal and customer service skills.
- Full UK driving licence.

Our Behaviours - Manager	
Trust and Integrity	<ul style="list-style-type: none"> • Maintains confidentiality • Acts in a way that builds trust and confidence • Communicates with honesty and transparency • Treats everybody with dignity and respect • Welcomes value in diversity
Enable and Support	<ul style="list-style-type: none"> • Encourages team to create positive working relationships with others • Provides feedback • Ensures work is distributed fairly • Seeks first to understand; listens before speaks • Enables people to take ownership for their own work • Gives people the opportunity to learn from mistakes without judgement
Inspirational and Motivational	<ul style="list-style-type: none"> • Inspires confidence by demonstrating knowledge and understanding • Celebrates and rewards success • Approachable • Sets fair and clear expectations
Self-aware and resilient	<ul style="list-style-type: none"> • Listens and reflects on feedback from others; seeks to make positive changes • Adapts behaviour to different situations • Is aware of unconscious bias and adapts accordingly • Keeps calm and considered under pressure

Purposeful and Decisive	<ul style="list-style-type: none">• Aligned with the wider business objectives• Sets realistic expectations for high performance• An effective and efficient decision maker• Makes difficult decisions• Takes responsibility and accountability for decisions and actions
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