

## ROLE PROFILE

<b>Function</b>	<b>Land &amp; Planning</b>	
<b>Job Title</b>	<b>Trainee Land &amp; Planning Manager</b>	
<b>Grade</b>	<b>C4</b>	
<b>Reporting Lines</b>	<b>Reports to</b>	<b>Regional Land Director and Group Planning Director</b>

### Aim of the role

The purpose of the role will be to support – and be an integral part of – the land team, helping the business to secure land opportunities to support its short and longer term growth plans. The role will offer the following:

- You will gain an in-depth knowledge into the research process used in securing immediate and strategic land – this work will involve detailed planning research and evaluation.
- You will be involved in the land search and land acquisition processes including travelling to view sites.
- You will be given exposure to the senior leaders within our business.
- You will build effective relationships with your colleagues, consultants, land agents and promoters.

### Responsibilities and Duties

#### Site Searches

- Research local plan, SHLAA and land registry to identify suitable short and longer term opportunities and their availability
- 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

#### Site Acquisition

- Assist in identifying suitable sites for pursuing in the context of the Business Plan and land buying criteria
- Contact landowners/their agents and assist in discussions/negotiations
- Manage coordination of technical packs, securing sales and affordable revenues, and other information to feed into the land appraisal
- Assist colleagues in Commercial Department in producing a land appraisal
- Preparation/review of heads of terms, Investment Committee packs, legal documentation

#### Networking & Market Awareness

- Build effective relationships with landowners, agents, promoters, competitors etc to keep them appraised of land buying requirements and identify any opportunities they may have
- Gather and share market intelligence/"gossip" from land agents (land values, contracted and non-contracted deals, who's active etc)

#### Land/Property Disposal

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



**TILIA**  
HOMES

- Monitor planning process after exchange (if applicable) to ensure successful completion

#### **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
- Gain knowledge of all technical aspects covering the acquisition and development of land and associated legal agreements

#### **Knowledge Skills and Experience**

- A degree OR relevant experience in discipline related to UK Land, Real Estate or Town Planning
- Interest in buying and selling land for residential development and other uses
- Willingness and keenness to learn
- 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 business results
- 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

#### **Desirable**

- Understanding of land appraisals and how to generate land value
- Experience in project management



**TILIA**  
HOMES

Trust and Integrity	<ul style="list-style-type: none"><li>• Maintains confidentiality</li><li>• Acts in a way that builds trust and confidence</li><li>• Treats everybody with dignity and respect</li></ul>
Enable and Support	<ul style="list-style-type: none"><li>• Develops positive working relationships with colleagues</li><li>• Respects the views and opinions of others</li><li>• Takes pride in the work they deliver as a team</li></ul>
Inspirational and Motivational	<ul style="list-style-type: none"><li>• Self-motivated</li><li>• Has a positive impact on others</li><li>• Solution focussed</li><li>• Strives for continuous improvement</li></ul>
Self-aware and resilient	<ul style="list-style-type: none"><li>• Practices self-reflection</li><li>• Reflects on own strengths and areas of development; seeks to make positive changes</li><li>• Awareness of personal limits and sets boundaries</li><li>• Understands the impact of their behaviour on others and seeks to have a positive impact</li></ul>
Purposeful and Decisive	<ul style="list-style-type: none"><li>• Considers the bigger picture</li><li>• Knows when to say no and when to escalate</li><li>• Committed to delivering objectives</li><li>• Prioritises workload</li></ul>