

Job Description: Graduate Land and Development Assistant

Requirements

- Interest in buying and selling land for residential development and other uses
- Self-motivated, resilient, diligent
- Team player, but able to work alone as required
- Good interpersonal skills
- A degree or equivalent experience in discipline related to Land, Real Estate or Town Planning

Preferred

- Understanding of planning system
- Experience in project management of strategic land projects
- Sales or customer service experience

Main Duties and Responsibilities:

- Assist senior colleagues in the Land Department, as directed, with:
- Site Searches
 - Strategically selecting locations to undertake searches, considering 5 year land supply/Green Belt/Market Values/etc
 - Identify potential sites based on technical and planning constraints
 - Research into local plan, SHLAA
 - Contact landowners or their representatives
- Land Disposal
 - Assist to identify suitable buyers
 - Assist in writing sales prospectus; researching planning and technical constraints on site, local policy, and market values
 - Assist in reviewing offers; considering commercial terms and planning prospects
 - Monitor planning process after exchange and arrange access for surveyors and consultants
 - Conduct site viewings with potential purchasers
- Gather market information from estate agents (house prices, most popular types of unit, price ceilings, buy vs let, etc.)
- Site Acquisition
 - Assist in identifying suitable sites for developers based on their requirements

- Assist in discussions with landowner's agent
- Networking
 - Meet with developers, keeping a database of their site requirements
 - Meet with agents
 - Identify potential landowners; private, public, and corporate
- Development Appraisals
 - Assist colleagues in Planning in producing development appraisals