

Job Specification: Assistant Land & Planning Manager (South East)	Reporting to: Regional Director (South East)
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Position Overview

The core functions of the role are supporting the management of the South East portfolio of strategic land interests and sourcing and securing new acquisitions for the region. The successful candidate will report to the Regional Director and liaise with the Managing Director, the Planning Director and technical team as required. The role will be based 2-3 days per week from Richborough Estates' central London office with occasional days in its Birmingham Head Office. The remainder may be home or office-based or in the field. The employee will have the opportunity to undertake professional qualifications alongside their responsibilities in the role.

Essential Job Functions

- Support the Regional Director in the day-to-day project management of existing land interests and taking ultimate responsibility for certain aspects. This will encompass the entire project lifecycle of acquisition, promotion, planning application and disposal.
- Organise and participate in project meetings, maintain accurate project trackers, liaise with the project team and ensure key milestones are diarised and met.
- Commission external project work and maintain accurate appraisals and records of expenditure.
- Assist the Regional Director in the preparation of quarterly regional reporting and attend quarterly regional meetings.
- Source new strategic planning opportunities through a combination of networking with industry professionals and undertaking proactive site searching.
- Carry out initial assessments of incoming land promotion opportunities to establish suitability for promotion having regard to adopted and emerging planning policy and environmental constraints.
- Assist the Regional Director in progressing new acquisitions through to exchange of contract and ongoing monitoring of key contractual dates.
- Monitor Local Authorities to maintain an accurate database of key considerations in site sourcing strategy including: status of emerging and adopted Local Plans; housing need; land supply and housing delivery metrics.

- Proactively make recommendations to the Regional Director regarding which Local Authorities should be targeted along with suitable supporting evidence.
- Once target LPAs have been established, carry out desk-based land studies using a combination of GIS and Local Plan evidence base documents to assess site suitability based on policy considerations and environmental constraints.
- Maintain a database of land study opportunities including ownership details and send letters to owners of target sites. Prioritise new opportunities sourced and undertake systematic follow up in order to initiate dialogue with the owner and establish status.
- Monitor emerging national planning policy issues, appeal decisions and attend CPD sessions to ensure professional development and a best practice approach to project management.
- Undertake site visits and meet with landowners, agents and consultants as required.
- Carry out administrative tasks on an ad-hoc basis as may be required by the Regional Director

Candidate Requirements

- Degree in a relevant subject preferred
- Excellent oral and written communication skills
- Strong commercial acumen
- Good IT skills ideally with ability in excel and an aptitude for online research and GIS packages
- Keen attention to detail and quality control
- An ability to review documents and proof read written communication
- To be self-motivated and self-disciplined
- A genuine interest in the property and land promotion industries
- A desire to invest time in personal development and training in order to progress within the organisation according to a formal development plan
- Full driving license preferred

NOTE: The employee may be required to perform other related duties besides those listed above in order to meet the ongoing needs of the organisation.
