

JOB DESCRIPTION

JOB INFORMATION	
Job Title:	Acquisitions and Development Surveyor
Department:	Capital Growth (Yorkshire and Central)
Site:	Rotherham
Working Hours:	37 Hours per week

POSITION IN THE ORGANISATION	
Reports to:	Acquisitions Manager/Development Manager
Responsible for:	Supporting identification and delivery of large scale development projects

OVERALL PURPOSE OF JOB
<p>Working closely with the Acquisitions/Development Manager in the identification of acquisitions opportunities incorporating the delivery of the management, co-ordination and development of strategies for major developments from acquisition through development within the Harworth Yorkshire and Central region.</p> <p>This shall include liaison with internal and external consultants, project managers, engineers and architects as well as the wider property market, statutory/regulatory bodies and Local Authorities building up and establishing a wide network of contacts in the areas we operate in. This network shall also include where appropriate community and resident groups.</p> <p>The Development Surveyor shall support the business plan for the identification and delivery of major development opportunities in the region. The Development Surveyor will be assigned to assist in specific projects that may vary from time to time within the region. (e.g. working on acquisitions targets or the delivery of specific commercial/residential property purchase/sale/lease agreements within the context of a larger development site)</p>

GENERAL DESCRIPTION – TASK RELATED

Support the Acquisitions/Development Manager and the wider team in the delivery of the targets in the agreed Harworth Group business plan relevant to specific major developments and acquisition targets.

Input into conditional/unconditional sales and purchase agreements/delivery partnerships/lease agreements/funding agreements for the major residential and commercial development sites.

Undertaking feasibility assessments of projects and wider identification of potential acquisition opportunities.

Support the wider team with the strategic political and/or development strategy to deliver the outcomes of the project.

Effectively managing and procuring a team of professionals/consultants appropriate to the stage of the development and acquisition programme. Establishment of a network of advisors and developers to assist with current and future sales. Develop good relationships with all statutory/public bodies and stakeholders including local community groups

Working within and monitoring full life budget and delivering forecasts for the cost plan and revenue stream for each project. Input into monthly cashflow and appraisal monitoring.

Work with and develop the development appraisals and cashflows for projects. Identifying opportunities for cost savings, financial assistance and betterment within the relevant major projects.

Work within development budget and wherever possible identify and implement cost reduction or opportunities for betterment. Review cost plans and appraisals and obtain regulatory approvals to increase profitability of each project.

Assisting in maintaining and co-ordinating acquisition projects and transaction trackers for each relevant major project.

Assist in the maintenance and management processes of development sites.

QUALIFICATIONS:

Degree in Surveying, Town Planning, Civil Engineering or similar.

Either working towards a professional qualification or newly qualified.

SKILLS & EXPERIENCE:

Experience in purchase/sale/lease negotiations and associated agreements.

Experience in the identification and/or delivery of large multi-phased development projects in the residential and commercial sectors. (any experience with energy project welcomed)

Ability to manage costs and work within agreed budgets.

Understanding of commercial and/or residential property contracts and development appraisals. Knowledge of both Excel and Argus Appraisal software is beneficial.

Good communication skills.

Ability to challenge constructively.

Shares experience and skills for the wider benefit of the company.

Works closely with colleagues and offers support to the team.

Understands the big picture and the detail for each scheme.

Willing to take appropriate steps to improve the image and performance of the projects and Harworth Group.

Works with people inside and outside the business to make sure of their understanding of business requirement.

Is entrepreneurial and flexible with a strong commercial acumen.