

JOB DESCRIPTION

JOB INFORMATION	
Job Title:	Acquisitions Surveyor
Department:	Capital Growth (Midlands)
Site:	Birmingham
Working Hours:	37 Hours per week

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

OVERALL PURPOSE OF JOB
<p>Working closely with the Acquisitions Manager in the identification of acquisitions opportunities incorporating the appraisal and selection of sites, co-ordination with the planning manager to understand the current planning status of various local plans and building relationships with various stakeholders within the Harworth Midlands 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>

GENERAL DESCRIPTION – TASK RELATED

Support the Acquisitions 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.

Help to source and appraise new development opportunities through initial consideration to legal completion.

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

Being able to work individually and part of the wider team on producing both early appraisals and in depth analysis on deal structures and site viability.

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 essential.

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.