

## Dobson-Grey Job Description

### Land & Development Associate Surveyor

**Department: Land & Development Agency - Agency & Planning Experience required.**

**Full time: flexible hours**

**Location: Stratford-upon Avon**

**Salary: Commensurate with experience - upon application - at least 5 years PQE essential**

**Qualifications: MRICS and/or MRTPI**

Dobson Grey is an ISO 9001 certified multi disciplinary firm of RICS regulated chartered surveyors, town planners, health and safety and fire consultants based in the Midlands, working UK wide.

Our Mission Statement is to provide our clients with Care, Commitment and Consistency of Exceptional Service.

Our focus is to build a team of outstanding and driven people who work closely as a team, to provide the best consultancy services in the Midlands and the UK. We strive to provide dedicated professional advice. Our team is professional, honest, helpful and reliable. We are passionate about our work and our proactive approach to consultancy services to our clients.

You will join the Development Consultancy team supporting the Managing Director providing Real Estate Advice on behalf of a range of landowners, developers, pension funds and investor clients. Your caseload will be very varied but comprise a mixture of agency, town planning and development instructions. We are a multi disciplinary firm with multi disciplinary and varied demands upon our Consultants. The work spreads across sectors but principally residential, healthcare and education.

Training and personal development is central to ensuring that our consultants feel they are invested in and are able to provide the best multi disciplinary advice for land and development.

You will be a **fee earner** with the duty to generate income and to also support business development with and for other members of the team.

### About the Role

As Land & Development Associate Surveyor, you'll oversee the Agency team, steering them on a diverse range of projects while ensuring the highest standards of delivery. In addition to managing day-to-day agency operations, you'll play a key role in business planning and strategic decision making for growth of the agency team, directly contributing to the direction and success of the department and the wider organisation.

The successful candidate must be a confident and positive individual who leads by example, strives for continuous professional and personal development, supports others to be the best they can and has a proven record of delivering outcomes that make a positive difference to act as the lead professional advisor on agency matters. This role has great opportunity for advancement within the organisation.

You will have experience working on significant land transactions and have a good understanding of land contracts with private, public and voluntary sector clients. Your key responsibility will be to support the growth of land and buildings transactions marketed by Dobson Grey and you will work closely with your town planning colleagues to ensure the best outcomes for existing and future clients seeking to promote their land.

## Responsibilities will include but are not limited to

- You will be ambitious to be a part of a growing team and be central to supporting the growth of the land agency department.
- You will have agency, valuation and town planning experience principally in respect of the residential sector but this may include retirement, extra care, care and retirement living, and education. Where you have a sector shortfall we will support you with your understanding of such.
- Your particular focus will be in increasing the supply and delivery of new land instructions working closely with the planning department and supporting the Managing Director from time to time with disposals and acquisitions, providing strategic property advice, support to landowners, developers and investors.
- Compiling and delivering development and/or marketing strategies for new and surplus properties and clients.
- Negotiations for property disposals and acquisitions.
- Provide Agency Strategy through Acquisition and Disposal Reports and advice.
- Maintaining and adding to the comparable database to ensure data is current and accurate.
- Supporting junior staff when the necessity arises to support the growth of the Land & Development Agency Team.
- Preparation of development viability assessments.
- Having planning knowledge for immediate and strategic planning opportunities.
- Supporting in a variety of professional areas including lease advisory work and land contracts.
- Supporting bid teams with new business tenders.
- Providing support in the management of procurement processes for development partnerships and agreements.
- Project/Development Management following receipt of planning permission of a mixture of property types including but not limited to residential, care, extra care, education and commercial sectors.
- Engaging key and specialist professionals for clients as part of the development team.
- Preparation of Promaps/Edozo maps and obtaining land registry information.
- Co-ordinating the compilation and research of information packs for land disposals and acquisitions.
- Advertising and Marketing experience and use of online search engines for disposals.
- Programme management ensures careful and in time delivery of projects in liaison with the Technical Manager.
- Ensure all contacts new and existing are entered into the in house CRM system.
- Awareness and understanding of the CDM Regulations and Building Safety Act. Training will be available.
- Knowledge of and understanding of applicability of Building Regulations.
- Use and maintenance of appropriate Personal Protective Equipment (PPE).
- Assist and help deliver improved procedures and business performance.
- Update and monitor professional accreditations and support future aspirations.
- Compliance with RICS and ISO standards.
- Engage in any other reasonable activity as requested by the Management Team.
- From time to time, support fellow Directors with attendance at Project Team meetings and site visits.

## Key Skills and Experience

- Be able to work collaboratively and effectively with a variety of consultants and service providers.
- Have a good land contract and landlord and tenant law understanding.
- Grow and support the recruitment of the residential agency team.
- FRICS/MRICS/MRTPI
- Development appraisal skills - ideally competent at Argus software.
- Excellent team player.
- Excellent management skills.
- Ambitious to grow the department.
- General Practice/ Agency/Professional Services/Town Planning background.
- Negotiation Skills.

- Self Starter.
- Effective Business Development skills.
- Proven fee track record.
  
- **Initiative** - You will support/coordinate and be responsible for the day to day running of the Land and Development Property Team.
- **Good attention for detail**
- **Programme Experience** - Ensure the efficient and timely flow of information from Consultants through to Clients and ensure clear direction for teams.
- **Can do!** - You will be able to work collaboratively and efficiently with colleagues within your team. Demonstrate a "can do" attitude and flexible approach to work.
- **Good IT skills** - Ideally G Suite packages (e.g gmail, slides, sheets, hangouts and docs). Good typing speed. Argus developer and Pro map. Training will be provided where required.
- **Want to learn** - Engage in opportunities presented to improve personal professional development
- **Want to make a difference.** Suggest and contribute to improved work practices and make a difference to our aspiration to grow the firm from strength to strength.

#### Interview process:

- Step 1:** Initial online interview with Managing Director
- Step 2:** In person interview with Managing Director/Director
- Step 3:** Technical skills interview
- Step 4:** DISC assessment

**If appropriate** - Junior members of the Dobson Grey Team who may be managed by the Land & Development Associate Surveyor may be involved with the interview of successful candidates. This is to give you a 360 degree view of the business and who you will be working with. Not only senior leaders but also other members whom you may work with to provide you with the reassurance you are joining a supportive team to engender confidence and respect.

All applications are dealt with very confidentially and sensitivity. Team interviews are only through collaboration and agreement with the successful candidate.

Please apply in writing by sending a copy of your CV and covering letter to Justine Holt at [jholt@dobson-grey.co.uk](mailto:jholt@dobson-grey.co.uk).