Key facts

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| Job title: | Management Trainee Land | Location: | Stockton |
| Business: | North Yorkshire | Report to: | Land & Planning Director |

The purpose of the role

The aim will be to equip the Trainee with an appreciation of the Company’s overall business and an in-depth knowledge of Land and Planning within the Regional Business Unit. The overall training will enable the Trainee to carry out the key activities as detailed below. Thereafter, subject to the Trainee’s performance a suitable vacancy will be considered.

* The Trainee will spend the first six months in the Land Department.
* Thereafter, the Trainee will spend one month in each of the Technical, Production, Sales, Legal and Finance departments in order to gain a broad view of the Company’s business and to become familiar with its practices and terminology.
* The trainee’s progress will be reviewed by the relevant Line Manager, and formally by appraisal at six monthly intervals.

Key accountabilities

* The identification of development land through a variety of pro-active and reactive methods and the monitoring of new and existing leads in order to generate opportunities for the business.
* Administering a land recording and monitoring system to keep track of, and generate both short and medium term development opportunities.
* Assisting the Land Manager in the preparation of land appraisals and land purchase exercises.
* Source and identify new land opportunities to meet the company strategy in terms of location and market sector.
* Build, develop and maintain relationships with key land providers including land agents, local authorities, and other developers.
* Obtain planning application leads and introduce a system to monitor progress and register interest with applicants.
* Monitor land sale advertisements through relevant publications, media, press, web sites, etc.
* Undertake map searches within defined areas in order to identify potential opportunities. Analyse land opportunities in terms of planning potential, availability, location and technical constraints, then recommend for appraisal where appropriate.
* Follow up land searches undertaken by external consultants.
* Identify and make initial contact with land owners in order to ascertain whether or not a sale is possible.
* Organise corporate hospitality with key land providers and owners.

Land Monitoring

* Record and retain records of new and existing land opportunities to ensure ease of future reference.
* Record and maintain a record of relevant planning applications within the companies operating area to identify potential opportunities and competitor activity.
* Set up and maintain a land agent / owner database of key land providers.
* Manage and maintain land database of key historic bid statistics.
* Produce minutes of land meetings.
* Frequently contact land providers to ensure opportunities are ultimately received.

Land Appraisal/Purchase Exercises

* Issuing of key information and instructions to relevant internal departments
* Assist in the preparation and co-ordination of sales and marketing reports, planning reports, engineering reports and layout drawings.
* Build and maintain good relationships with internal staff to ensure information is shared and that land purchase information is provided accurately and promptly.
* Test the efficiency of proposed development layouts to find the optimum solutions.
* Analyse completed final appraisals to record and retain key statistics.
* Delivery of offers to land agents, owners, etc.
* Undertake site visits and inspections
* Compile information for head office approval via land purchase exercise system.
* Undertake any other duties as required by the Land Department.

Primary network: who you will work with

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| Internal: | Design Dept  Commercial Dept  Engineering Dept  Sales Dept |
| External: | Land Agents  Land Owners  Local Authorities  Other Developers |

Key competencies

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| --- | --- |
| * Self motivated and enthusiastic * Self confident / assertive * Team work ethic and business acumen * Good communication skills * Attention to detail | * Tenacity / perseverance * Ability to deal with people at all levels * Strong desire for career progression * Fully computer literate * Past driving test and hold a full licence |

Key experience

* Basic geographic knowledge of company’s operating area
* Previous experience with the house building industry

If you wish to be considered for this role then please apply to Mark Leigh:

[Mark.leigh@taylorwimpey.com](mailto:Mark.leigh@taylorwimpey.com) by Friday 8th May 2015.