





Development Surveyor

August 2024



Letter from Josh Summers

(Director of Operations & Development)

Dear Candidate,

Thank you for your interest in joining Hertsmere Developments, as the new Development Surveyor.

This is an opportunity to join a company as it gears up its development activities. You will be a key member of the company assisting in its growth and as an early member you will have rapid career growth opportunities.

You will be given a high level of autonomy to responsibly manage projects and guide their success. This will provide excellent development experience.

In conjunction with the above extensive mentoring and guidance will be provided whilst your career development will be encouraged and rewarded.

Yours faithfully,



Josh SummersDirector of Operations & Development





The Opportunity with Hertsmere Developments

Hertsmere is just 12 miles north of central London, in the southwest of Hertfordshire. Its proximity to London and excellent transport links generate inward investment and a mobile population, close to urban infrastructure with easy access to the capital.

Hertsmere Developments Ltd (HDL) is a wholly owned property development company set up to deliver economic regeneration, local housing and a financial return to the Council's revenue funding.

HDL has now successfully transitioned from startup development company delivering its first projects generating profits and important housing supply. The next pipeline sites have now been secured and HDL are recruiting to support the continued growth of the company.





Main purpose of the job

Manage projects through the full development cycle from inception through to occupation. Support the Director of Operations & Development in managing the day-to-day management activities for the company

*Mentoring and supervision will be provided to provide professional comfort and support career growth.

Key Responsibilities

- Support the assessment of future opportunities and assist in creating acquisition appraisals to assess feasibility.
- Co-ordinate the procurement and appointment of advisers and consultants as required to support development.
- Undertake due diligence on development opportunities including detailed site investigations, identification of key constraints/ risks, title reviews, demand studies etc.
- Work with the design team to support the planning application process.
- Create and update project development appraisals on a regular basis. This is a key skill requirement.
- Manage a project consultant team to ensure the viable delivery of projects.
- Approve payments to consultants and monitor 'budgets v actual' as part of the payment approval process.

- Report project progress on a regular basis to the Director of Operations & Development and keep an up to date risk register for individual projects. Accurate and concise report writing is a key requirement.
- Support the Director of Operations &
 Development as required to implement the HDL business plan and with project reporting.





Professional Profile

- Educated in a property related degree.
- Site acquisition and due diligence experience.
- Project delivery experience.
- Good understanding of the wider property market.
- Aspiring to achieve professional qualifications such as a Chartered Surveyor (MRICS) or a Project Management qualification.

Personal Characteristics

- Good communicator with strong report writing and presentation skills.
- Property development financial appraisal and cash flow skills.
- Determined and flexible to help drive success for the company.
- A commitment to personal development, knowledge sharing and collaboration.
- Well-organised, self motivated.
- Strong commercial acumen and numerate.

Title:	Development Surveyor	Y
Reporting to:	Director of Operations & Development	





Terms of Employment

Working hours	Full time, permanent basis (36 hours per week).
Salary	£45k - £50k (dependent on experience)
Location	Civic Offices, Elstree Way, Borehamwood, Hertfordshire, United Kingdom.
Annual leave	26 days plus an additional day per year up to 30.
Pension	Contribution matched.
Working arrangement	The company has a hybrid working policy which work around with weekly/monthly office or site visits.
Other benefits	Bonus incentive scheme, free Leisure facility membership.

Process

Longlist and assessment
First stage interviews
In person interviews

wc 2nd September wc 2nd September wc 9th September







How to Apply

Panoramic Associates Ltd is acting as an employment agency to Hertsmere Developments Ltd (HDL) on this appointment.

We hope you will consider making and application for this fantastic opportunity. To make an application, you will need the following:

- A CV which is tailored for this role.
- A supporting statement that sets out your understanding of both the role and the organisation.
- How your experience matches the key, criteria on the personal specification.
- Contact details for two employment referees.

Alternatively, you can submit your CV direct to our consultants:



Alex Miller <u>a.miller@panoramicassociates.co.uk</u>



Narinder Kaur n.kaur@panoramicassociates.co.uk

The closing date for applications is noon on 30th August 2024.

