Job description

<table>
<thead>
<tr>
<th>Role</th>
<th>Development Manager - Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package</td>
<td>Up to £67,000 (£50,000-£55,000 basic salary) Grade D</td>
</tr>
<tr>
<td>Accountabilities</td>
<td>Property Director</td>
</tr>
<tr>
<td></td>
<td>Clients</td>
</tr>
</tbody>
</table>

Purpose

To develop Ipswich Borough Assets' commercial property Portfolio. Working to the Property Director, to lead on all aspects of developing new assets

Main duties

1. To seek and secure land for the development of commercial schemes
2. To identify and secure tenants with strong covenants
3. To bring development sites forward to achieve planning consent
4. To procure consultants and other contractors as required to deliver sites
5. To undertake valuations in accordance with the RICS Appraisal and Valuation Manual, statute, professional guidance etc
6. To inspect, measure, value and manage all types of land and property as required by the Property Director
7. To consider investments and oversee due diligence and acquisitions process including development, options and viability appraisals.
8. To negotiate terms for the acquisition, disposal and letting of all types of land and property to include marketing, preparing and production of sales/letting particulars and tender documents of varied cases dealing with a variety of contacts at all levels.
9. To assess the bids/offers received recommend acceptance or an alternative course of action to the client and seek completion of the transaction where appropriate.
10. To inspect properties for condition and dilapidation surveys, initiate necessary repair works and inspect for satisfactory completion.
11. Instruct and liaise with external professionals and service providers as necessary i.e. Solicitors, Building Surveyors etc
12. Draft periodic and project specific reports for the Board

Essential criteria

1. Experienced commercial property professional
2. Project management expertise
3. Demonstrable commercial acumen

Desirable criteria

1. RICS membership and / or Registered valuer

This job description is a guide to the requirements of the role and may be varied at any time without changing the substantive nature of the role