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| **JOB DETAILS** | |
| **Job Title:** | **Assistant Acquisitions Surveyor** |
| **Function: Department** | **Property Development** |
| **Location:** | **Remote – UK & Ireland** |
| **Reporting to: Reporting To** | **Stephen O’Connell, Senior Acquisitions Surveyor** |
| **Effective Date: irectReports** | **TBC** |
| **Financial Scope/Operating Budget/Revenue (P&L) (If Applicable)** | **N/A** |
| **Old DPG Grade/New DPG Band:** | **F** |

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| JOB PURPOSE & RESPONSIBILITIES |
| **Job Purpose:**  The Assistant Acquisitions Surveyor will be responsible for supporting the Acquisitions Team, helping source new store opportunities across the UK&I as we aggressively strive for a profitable portfolio of ~2,000 stores.  They will have a fantastic opportunity to learn and develop in their chosen profession from experienced Acquisitions Surveyors in a dynamic and high-growth Franchised business model working in a team responsible for developing a robust network plan; securing sites; design and program management. |
| **Key Responsibilities/Job Tasks:**  Please list the most important responsibilities (with a breakdown of Frequency against each e.g, sometimes, often, considerable etc).   * Work collaboratively with Acquisitions, Location Planning and Construction in New Store Committee. The candidate will facilitate meetings; take notes; issue minutes and ensure all approvals are documented. * To support the Acquisition Surveyors to research and review potential sites in various target areas across the UK&I and arrange visits with franchisees to establish suitability. This includes canvassing; land registry searches / VOA / Planning & rental comparables. * Negotiate the best deal available, recording all project costs and obtaining Franchisee approval on all costs and timely submissions of Franchise Agreements * Working closely with internal colleagues (Operations; Project Managers & Legal) plus external consultants including Planning Consultants & Architects to complete feasibility to ensure it’s Operational viable * Work closely with external consultants to ensure all necessary consents are obtained and due diligence undertaken before committing to Lease, providing instructions to solicitors to facilitate the agreement of a suitable Lease that is in line with Domino’s Lease Policy and represents the best deal achievable. * Provide regular, accurate forecasts of key milestone dates for each project ensuring effective communication of these forecasts to key stakeholders and colleagues. * Support the post-completion handover of all transactions to Estates. |

The following sections consist mainly of a series of questions related to specific skills/job requirements. You should focus on the role rather than the individual when considering the most appropriate answer and should base the response on what you consider to be the normal features of the job which are typical of the job and its usual working conditions over the year.

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| **SKILLS & JOB REQUIREMENTS (Please complete where applicable)** |
| **Strategic Responsibility**  Please provide details of the level of responsibility the role has for setting strategy: (Please indicate if a role has accountability for setting or inputting into a specific strategy e.g., a Functional Strategy, please confirm if it is Significant)  None |
| **Business Knowledge**  Please provide details of how much business knowledge the role requires as a minimum requirement i.e. how much internal knowledge of the business is required, and how much if any external commercial awareness is required? Which teams does the role work closely with?  Domino’s knowledge not required as training will be provided. |
| **Problem solving**  Please provide details of how the role resolves problems/issues on a daily basis: e.g. Does the role use straightforward common sense? Does the role make straight forward judgements and is guided by precedents? Does the role evaluate multiple sources of information in complex or novel situations? Does the role use other skills for problem solving? Does the role require advanced analytical thinking to develop innovative solutions to problems?  The role will require good common sense with the ability to make judgements under the supervision of the Acquisitions Managers & Project Managers during their development. |
| **Decision making**  What level of **decision making** is required of the role and on what decisions does it impact? E.g., there is little requirement for decision making in the role, or role makes decisions within defined procedures, or r, or role makes decisions within broad business guidelines where there are few or no policies available.  Decisions to be made under the supervision and guidance of the Acquisitions Surveyors but based on defined processes and ways of working |
| **Communication**  Please outline the type of communication skills required: e.g., is basic common courtesy required, or regular exchange of factual information, or are influencing or negotiation skills required as an essential requirement of the role?  An organised individual with good communication skills |
| **Innovation**  To what extent does the role contribute to and manage change, e.g., suggest improvements to products/processes or contributes useful ideas or regularly recommends improvements on existing procedures and quality within own area, or develops/adapts new existing processes for increased quality/efficiency or continuously searches for improvements in techniques which add value to the business and has full responsibility and accountability for implementing these.  Limited opportunities for innovation however they will have the ability to identify creative ways via new formats to unlock territories we have previously struggled to find real estate |

Please summarise the levels of minimum education, knowledge, skills and experience this position requires (e.g., if you would be recruiting to fill this position, what aspects of background or knowledge would you expect a successful job applicant to have?)

Note: This may differ from the current job holder’s own skills and experience

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| JOB SPECIFICATION | |
| 1. Professional Qualification(s) | Either a university graduate with a property related degree qualification with some industry experience or a non-graduate completing an external property related Diploma/Foundation Degree/Degree.  Should have an aim/desire/passion to be an Acquisitions Surveyor and be able to demonstrate this. Long term aim to be a member of the Royal Institute of Chartered Surveyors.  Has started their career in this field, perhaps Agency. |
| 1. Knowledge | Must have good knowledge Landlord & Tenant Law with the ability to read and interpret leases  Must also have a thorough understanding of the planning system and in particular issues relating to change of use to Sui Generis / Hot Food Take Away Sector  Experience working for a Retail / Leisure Operation and working with or managing external consultants |
| 1. Skills/Ability | Ability to develop good relationships with property agents and developers.  Ability to understand the complex inter relationship of the various stakeholders within the acquisition process and the key relationship between Dominos and the Franchisee.  Ability to remain calm under pressure and make disciplined decisions for the business.  Ability to manage high volume workload.  Experience of Working with Franchisees (Desirable).  Organised / process orientated  Clear communicator with strong presentation skills  Analytical and good attention to detail  Self-starter and eager to learn and develop within role  Proficient use of Microsoft Office programmes and Excel, Powerpoint in particular.  Fully mobile (UK) – 70% |