



Director/Chartered Surveyor H&H Land & Estates

Job Title: Director/Chartered Surveyor H&H Land & Estates

Reporting to: Managing Director H&H Land & Estates

Overall Job Purpose:

To advise clients on rural properties and property related matters in order to generate income for the company. To assist as a director in the management of compliance, regulatory, technical and process functions of the company on a day-to-day basis. To provide effective and efficient service and to take the lead in the contribution towards a profitable, sustainable and progressive business.

Job Description

Primary Accountabilities

A. Director

1. To fulfil all the legal and ethical responsibilities of a director of H&H Land & Estates with good faith and probity for the achievement of the H&H Mission and to the benefit of all shareholders, clients and other stakeholders.
2. To provide accountability to the board for the performance and profitability of H&H Land & Estates.
3. With other H&H Land & Estates board members to formulate and implement appropriate business strategies and plans for the future of H&H Land & Estates within the context of the business as a subsidiary of H&H Group.
4. To discharge the duties of a director in respect of H&H Land & Estates Limited to Companies House and other statutory bodies.
5. To ensure the Health & Safety of all H&H Land & Estates staff and clients during the pursuance of business.
6. At all times to work in accordance with the H&H Group values and to promote and encourage working practices within the team to support those values.
7. In agreement with the managing director and board members to implement, manage and improve systems, policies, practices and procedures as required to enable ethical business development and direction.
8. To implement, manage and monitor agreed strategies and plans to control the performance of the company.
9. To liaise with the Managing Director and the Group Accountant to prepare and agree monthly and annual budgets and to forecast interim outturns.



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10. To provide monthly management information to the managing director for submission to the holding company board in relation to outstanding debt referrals and enforcements.
11. To liaise and seek guidance from Group Personnel in respect of all matters (including statute, policies and procedure) involving staff.
12. To assist the Managing Director in the control and direction of the day-to-day running of the business.
13. To provide reports and other information to the holding company board as required.
14. To manage and develop the professional and administrative staff to ensure that H&H Land & Estates delivers an effective service.

B. Chartered Surveyor

1. To develop new and potential customers through networking, courtesy and follow-up calls and prospecting calls.
2. To compile, discuss and review with the MD monthly sales reports and to discuss ways in which to grow the business.
3. To work with the Marketing Manager to devise and implement targeted campaigns within agreed budgets and timescales and to consider ways in which to improve the image and professional service provided by the company.
4. To provide the Managing Director with a regular sales report and a monthly report of new business acquired.
5. To provide a professional service as required to the clients of H&H Land & Estates including all aspects of the purchase, sale and development of rural properties.
6. To assist clients with financial advice on the viability of proposed expenditure and to provide them with as much analysis of information as they require in order to make informed decisions.
7. To provide ongoing advice to clients regarding estate management, budgeting and general business issues and to take overall responsibility for the management of designated estates.
8. To improve the public perception of the company by representation at professional society or farmers' group meetings as required and by face-to-face negotiations with clients.
9. To liaise with the Managing Director of H&H Land & Estates in respect of the marketing strategy for the company and to consider ways in which to improve the image and professional service provided by the company.
10. To monitor the sector for H&H land & Estates and to maintain an awareness of new methods, services and products in order to ensure the company is capable of reaction to any developments and to ensure that personal knowledge of relevant rates and terms is current.
11. To undertake regular one-to-one's and appraisals on behalf of direct reportees.
12. To manage any temporary staff or consultants working on behalf of the company.



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13. To liaise with the Managing Director of H&H Land and Property Limited regarding staff recruitment.
14. To liaise with the Managing Director of H&H Land & Estates on the sourcing and purchase of any capital expenditure in relation to the company.
15. To monitor any environmental issues with relevance for the company and to advise colleagues or seek further advice accordingly.
16. Networking with other parts of the group.
17. Operational ad hoc duties.