

Job Profile (Sales Progressor – New Homes)

Job Title: Sales Progressor (New Homes)

Job Grade: Level 2 – Zone 2

Salary Range: £29,917 - £31,656

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The primary purpose of this post is to oversee and assist with all plot sale and legal enquiries for all private sale home transactions in the Community Investment Programme, to focus on service efficiency into the Council by converting plot sales as quickly as possible to meet internal sales targets and benchmarks in delivery of sold plots. The Community Investment Programme (CIP) is vital in helping the Council to achieve its goals of being a truly inclusive borough and achieve our communities' vision that 'In 2025, everyone in Camden should have a place they call home'.

About the role

Reporting into the Head of Sales (New Homes), the Sales Progressor's role is to assist the Sales team in the efficient administration and management of all current, and upcoming projects in the current pipeline. Providing accurate data in relation to the housing market and producing this information for sales reporting and updating spreadsheets working closely with the Digital Marketing Assistant and Senior New Homes Sales and Marketing Executive.

We need someone who is enthusiastic, energetic, organised, and self-motivated who can provide assistance and support to work collaboratively with the Council's Asset Strategy & Valuation, Legal, Leasehold and Communications teams and others to maximise the financial, physical, social, and community benefits accruing to the Council and the Camden community from redevelopment to handover of our private sale units:

- Experience of new build residential property sales conveyancing process to include working with solicitors to set up site legal sales packs, setting up lender valuations and securing mortgage offers with a thorough knowledge of property legal conveyancing – this will include working with solicitors, brokers, surveyors, on-site consultants and agents and meeting short and long-term deadlines for plot sale progression

- Ability and achievement of timely exchanges and completions to target
- Proven experience of delivering high quality services in a customer focused environment.
- Excellent communication skills (oral and written) and able to demonstrate financial awareness, collection of relevant data and complex information for reporting
- Working knowledge of IT systems and ability to use a dedicated sales tracker monitoring budgets in Word, Excel & Northgate internal systems
- Excellent organisational skills and attention to detail to gain agreement and commitment from others by negotiating and promoting ideas
- Proactive and self-motivated with drive and tenacity to produce results - ability to work quickly and accurately in a fast-paced sale environment being able to work independently and planning own workloads
- Attend and contribute to weekly Sales & Marketing and aftercare meetings with sales agents and creative design agents reporting on weekly progress and financial targets presenting key information to senior managers and elected members where necessary.
- Oversee and manage all invoicing enquires with development officers and suppliers and manage show home timelines and installations

About you

You will need to be hands on, commercially minded and have good communication skills with an eye for detail as accuracy is really important. You also need to be IT literate and have an interest in new homes and able to work in a busy and challenging environment.

- Research skills
- Experience of working with spreadsheets at an advanced level
- Knowledge of GDPR and its importance within the workplace
- Experience of progressing sales and conveyancing process
- You must have a strong eye for detail and understand the current housing market
- MS Office skills at an advanced level
- Time-management Skills
- Carry out other duties as may be required from time to time and broadly consistent with the job description and status of the post within the Council.

Work Environment:

The post holder will be required to work in an agile way in line with Camden's move to paperless and flexible work environment. The post holder will work flexibly from home or the Council offices, on-site and at estate agents' offices as necessary and will be required to attend site visits and to wear the necessary personal protective equipment (PPE) with the development and sales team as and when required.

There may be times you will be expected to attend handover of completed sold units on-site to incoming buyers, with evening and weekend meetings as required and to work directly with elected members, residents and the general public at consultation meetings, workshops and exhibition events will be expected.

People Management Responsibilities:

The Sales Progressor (New Homes) will play a vital role in supporting the sales function for The Camden Collection developments in the London Borough of Camden. There are no management responsibilities as the role is reporting into the Head of Sales (New Homes) but they will liaise with selling agents and external solicitors supporting our sales programme administration on new build developments with selling agents.

Relationships:

Excellent communication skills and the ability to build strong partnerships with our internal teams is a must, while working towards agreed targets and timescales. This role will assist the sales team in development launches, selling off plan and achieving all sales targets and managing the developments.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,

Note:

This document is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.