

Job Description

Site Acquisition Consultant

About Acquisition+

Acquisition+ specialise in managing acquisition of property rights and community engagement for infrastructure projects throughout Aotearoa New Zealand. With strong relationships throughout the industry, we work closely with some of the country's largest planning, design, civil and technical install service providers.

Our Vision

Bringing a thoughtful and sustainable approach to all infrastructure projects throughout Aotearoa.

Our Purpose

Building better outcomes for our communities

Our Values

Speak Up, Own It,
Enjoy

Role Purpose:

The Site Acquisition Consultant supports Acquisition+ Directors and Acquisition Project Managers in the identification, investigation and acquisition of new telecommunications sites, and the management of property and planning requirements for upgrades to existing telecommunications infrastructure.

The role will assist with identifying potential new site opportunities, investigating candidate locations, engaging with landowners and other stakeholders, and securing the property and Resource Management Act (RMA) rights required to enable selected sites to be built.

The role will also assess proposed changes to existing telecommunications infrastructure to confirm they are permitted under existing lease and RMA rights, and negotiate lease agreement variations, extensions and other property agreements where additional rights are required.

This is a development role providing practical experience across the end-to-end site acquisition process. With increasing experience and capability, the role will progressively take responsibility for managing its own portfolio of acquisition projects.

Reporting to: Directors

Key Relationships:

Internal: Directors, Senior Acquisition Project Managers, Administration Manager

Client: Project Managers, Engineers, Property & Planning Managers, Community Relations Manager

External: Network operators, Landowners, Local Council and Community Boards, Council Officers, and relevant Government Agencies

Key Performance Areas

New Site Identification and Acquisition

- Support Directors and senior Acquisition Project Managers to identify potential locations for new telecommunications infrastructure.
- Research and investigate candidate properties using mapping, property, planning and other available information.
- Identify landowners and relevant property interests and assist with establishing initial contact with prospective landowners.
- Assist with assessing candidate sites against client requirements, including property, planning, access, constructability and stakeholder considerations.
- Arrange and attend site visits with landowners, clients, technical consultants and other stakeholders.
- Assist with the preparation of candidate site assessments and recommendations for client approval.
- Negotiate, under appropriate guidance, commercial terms and property agreements required to secure selected sites.
- Coordinate with planners, surveyors, legal advisers, designers and other consultants to secure the property and RMA rights required for new sites.
- Maintain accurate records of candidate investigations, negotiations, approvals and project progress.

Existing Site Upgrades and Property Rights

- Review proposed telecommunications infrastructure upgrades and assess them against existing leases, licences, easements and other property rights.
- Review existing planning approvals and permitted activity requirements to identify whether proposed works can proceed within existing RMA rights.
- Identify where additional landlord, planning or other approvals are required and coordinate the process for obtaining these.
- Engage with landowners regarding proposed site upgrades and negotiate lease variations, extensions, renewals and additional property rights as required.
- Work with planning and other technical consultants to resolve property and consenting issues associated with proposed upgrades.
- Prepare recommendations and documentation for client approval.

Project Coordination and Delivery

- Support Directors and senior Acquisition Project Managers with the delivery of site acquisition projects from initial search through to property and planning completion.
- Coordinate activities and information between clients, landowners, consultants, councils and other project stakeholders.
- Monitor project milestones, actions, risks and dependencies and proactively follow up outstanding items.
- Maintain project records and systems and provide accurate and timely project reporting.
- Assist with identifying and resolving issues that could affect programme, cost or delivery.
- Ensure work is undertaken in accordance with client processes, Service Level Agreements and Acquisition+ quality standards.
- As experience and capability develop, progressively take responsibility for managing individual projects and ultimately a portfolio of site acquisition projects.

Stakeholder and Relationship Management

- Develop positive and professional relationships with landowners, clients, consultants, local authorities and other stakeholders.

- Communicate clearly and professionally, ensuring stakeholders understand proposed works, required actions and next steps.
- Represent Acquisition+ professionally in meetings, site visits and negotiations.
- Recognise when matters require escalation and seek guidance from Directors or senior Acquisition Project Managers where appropriate.

Other

- Prioritise workload to ensure work of the greatest importance to the business is undertaken with urgency and to a high standard
- Support and help develop a positive workplace culture
- Comply with any personal obligations under the Health and Safety at Work Act 2015 and demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace
- Be proactive in your own growth, learning and development
- Undertake any other duties as reasonably required by the company outside of this job description
- Living to the company values

Your background and skills

Essential	Desirable
• A relevant tertiary qualification in property, planning, law, surveying, project management or a related discipline, or equivalent relevant experience. • Up to 2 years' relevant professional experience; applications from strong graduates could also be considered. • Strong research, analytical and problem-solving skills. • Strong written and verbal communication skills. • Confidence engaging professionally with landowners, clients and other stakeholders. • Strong organisation skills and attention to detail. • Ability to manage multiple tasks and priorities and deliver to deadlines. • Commercial awareness and an interest in property negotiation. • Ability to interpret agreements, plans and technical information. • Comfortable working with ambiguity and knowing when to seek guidance. Full NZ driver's Licence	• Experience in telecommunications or another infrastructure sector. • Experience in property, planning, surveying, consenting or project coordination. • Understanding of commercial leases, licences or easements. • Exposure to the Resource Management Act and/or infrastructure consenting. • Experience with GIS or online mapping/property information systems. • Experience dealing with landowners, councils or other external stakeholders.

Our Core Competencies

Resourceful	Adept at problem solving and consistent in showing initiative.
Process orientated and organised	An eye for detail, work well under pressure and deliver to deadlines.
Curious	A keen interest in technology and infrastructure means you are able to engage with new subject matter and apply it in a meaningful way.
Flexible in your approach	Comfortable working with a diverse range of stakeholders from large landholders, to local authorities to community groups, and you have strong communication skills to support this.

Career Development

The Assistant Acquisition Project Manager is a development role designed to build capability across the full telecommunications site acquisition lifecycle.

You will initially work alongside experienced Directors and Acquisition Project Managers, receiving practical exposure to site search and selection, property investigation, landowner engagement and negotiation, RMA and planning processes, lease interpretation and project delivery.

As your knowledge and experience develop, you will be given increasing responsibility for negotiations and project delivery, progressing toward independently managing your own portfolio of acquisition projects as an Acquisition Project Manager.
