



Role Profile

Trainee Estates Surveyor

Reference No.	I320.01	Type	Individual
Service	Property Service		
Job Family	Para Professional	Grade	FC4– FC6 (initial placing and progression in accordance with the Estates scheme of progression)

Purpose

To provide assistance and where appropriate undertake a range of activities in support of the efficient and effective operation of the Estates function.

Carrying out all allocated work whilst undertaking a recognised approved part time course of study which will lead to a degree qualification in Estate Management or similar RICS accredited course.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Tasks will include, but not be limited to, assisting with the following estates activities on a day to day basis:	Educated to SCQF level 6, which includes NC or Highers or equivalent	✓	
Assist in the preparation of property valuations - for purchase, sales and leases etc.	The post holder will be required to undertake formal education and training on a day release or similar basis for a property related degree.	✓	
Support qualified staff in the sale and acquisition process - draft property particulars for sale of assets, negotiate and process minor disposals/acquisitions including instructing Legal Services.	In addition the post holder will be expected to pursue RICS membership and accreditation as Chartered Surveyor.	✓	

E = Essential Criteria D = Desirable Criteria

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Property management – rent reviews, lease renewals & terminations. Liaison with tenants on lease obligations, dilapidations, repairs etc	Experience of development, valuation, disposals, acquisitions or leasing of commercial properties (Focus on customers) Experience of undertaking both rental and capital valuations		✓ ✓
Inspections - Carry out inspections and accurate measurements of properties and sites for a variety of purposes.	Experience in property measurement, acquisition and disposal		✓
General property enquiries – both from the public and Council colleagues.	Communication and organisation skills		✓
Assisting with preparing Committee reports and strategies in respect of the property activities undertaken.	Flexible attitude	✓	
Contribute to Team meetings and other activities within the Service. Proactivity support Service efficiency improvements	Team working skills	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.