



## Person Specification

<b>Post:</b>	<b>Graduate Surveyor</b>
<b>Reporting Relationship:</b>	<b>Team Manager</b>
<b>Salary</b>	<b>TS5 Grade 6</b>
<b>Summary of Role:</b>	<p style="text-align: center;"><b>&lt;&lt;to be read in conjunction with relevant role profile&gt;&gt;</b></p> <p>The Graduate Surveyor provide cross functional support across professional surveying teams, including undertaking valuation work and marketing properties whilst progressing towards qualification as a Chartered Member of the RICS.</p> <p>This is subject to the terms of a Training Agreement which must be met.</p> <p><b>Key Responsibilities and accountabilities will include:</b></p> <ul style="list-style-type: none"><li>• Preparing and drafting reports for professional consideration outlining proposals and results.</li><li>• Assisting the Chartered Surveyors in preparation for negotiations with agents, tenants, developers and/or purchasers for marketed and off-market transactions to ensure agreement on favourable commercial terms</li><li>• Supporting City Property in achieving targets such as income (both capital and rental), Capital Receipts and Asset Valuations giving cognisance to market dynamics.</li><li>• Conducting property inspections, preparing site notes.</li><li>• Responsible for ensuring Health and Safety and risk management procedures are understood and adhered to.</li><li>• Ability to conduct property inspections, preparing site notes and measured surveys</li></ul>



	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Education, Qualifications &amp; Training</b>	<p>Full driving licence</p> <p>BSc Land Economics, MSc Real Estate or equivalent general practice surveying degree.</p> <p>Enrolled or committed to enroll on the RICS Assessment of Professional Competency (APC)</p>		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Certificates
<b>Skills, Knowledge &amp; Competencies</b>	<p>Excellent communication and presentation skills.</p> <p>Ability to liaise with internal and external services and bodies</p> <p>Excellent time management, analytical and problem-solving skills.</p> <p>Strong negotiation skills with previous experience in negotiating independently in deal making and delivery.</p>	<p>Understanding of Property Management Systems and property development software.</p> <p>Experience in preparation of property option reports for potential development opportunities.</p> <p>Strong negotiation skills with previous experience in negotiating property disposals and acquisitions independently in deal making and delivery</p> <p>Current market knowledge and technical skills with a commitment to CPD, providing evidence when required.</p>	<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> Certificates

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Leadership – Provides Support (level 2)</b>	<ul style="list-style-type: none"> <li>• Make sure you spend the right amount of time on the different aspects of your jobs, to meet the aims.</li> <li>• Give regular and helpful feedback to other people.</li> <li>• Ask people to give you feedback and to explain your targets and the best ways you can meet them.</li> </ul>		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview
<b>Delivering Results – Planning and delivering change (level 2)</b>	<ul style="list-style-type: none"> <li>• Produce complete, detailed and realistic project plans.</li> <li>• Prioritise your own and other peoples work, based on business needs.</li> </ul>	.	<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview

	<ul style="list-style-type: none"> <li>Organise and Plan events, activities and resources to make sure that projects or goals are met withing agreed timescales. uses the right skills to manage projects successfully and get the right results.</li> </ul>		
<b>Delivering Results – Motivation</b>  <b>(level 2)</b>	<ul style="list-style-type: none"> <li>Balance any conflicting priorities when you need to.</li> <li>Enjoy a challenge and work well even when time is short, and things are difficult.</li> </ul>		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview
<b>Personal Effectiveness - Communicating</b>  <b>(level 2)</b>	<ul style="list-style-type: none"> <li>Can keep themselves and team focused on the most important things, but let other people express their views</li> <li>Can produce clear, concise and easily understood written communications</li> <li>Can share relevant and important information on time, with your team.</li> </ul>		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview
<b>Personal Effectiveness Decision Making</b>  <b>(level 2)</b>	<ul style="list-style-type: none"> <li>Can explain why decisions have been made and use examples to support them.</li> <li>Can make sensible decisions after getting all the information required and thinking about alternative options.</li> </ul>		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview
<b>Providing Excellent Customer Service – Collaboration</b>  <b>(level 2)</b>	<ul style="list-style-type: none"> <li>Ask for help from colleagues or experts outside of the Council.</li> <li>Try to improve your team's performance as well as meeting personal goals.</li> <li>Build strong relationships with colleagues and customers, beyond just working together on shared tasks.</li> </ul>		<input checked="" type="checkbox"/> Application Form <input checked="" type="checkbox"/> Interview