



Job Profile and Person Specification

Post:	Trainee Building Surveyor, working towards Degree level Building Surveying BSc (Hons)
Reporting Relationship:	Projects Team Manager (CPG)
Salary:	Grade 5
Summary of Role:	KEY OBJECTIVES Based in the Technical Services Team, the trainee surveyor will assist in the management and enhancement of the investment property portfolio under the guidance of the relevant Projects Team Manager and Asset Manager (Technical) whilst progressing towards their BSc (Hons) Degree in Building Surveying. As with all posts in City Property (Glasgow) LLP (City Property) there will be need for cross-functional working and flexibility to deliver City Property's Business Plan. This post will be subject to terms of a Training Agreement the successful candidate must be commit to. OVERVIEW OF RESPONSIBILITIES 1. COMMUNICATION a) To maintain communications with the Team Manager and all staff working in City Property as appropriate. 2. ACTIVITIES a) Assist the team in the provision of support and advice, participating in day-to-day tasks within the Technical Services Team, ensuring you carry these out in a proficient and effective manner in line with relevant legislation and public safety requirements. b) To assist, when required and under the supervision of a surveyor or manager, with all surveys and tasks in relation to the Surveys and Monitoring of works. c) Mitigations element comprising maintenance of GCC owned assets. Typical works comprise inspection, identifying defects, preparation of schedules of repairs, costing and monitoring works on site under the supervision of a Surveyor and / or Manager. d) Ensure your continued personal development by maintaining and updating your knowledge of legislation, technical information and areas of responsibility relevant to the practice of Building Surveying. e) Research and prepare reports for consideration and development by the Surveyor and / or Team Manager in relation to condition of properties for various functions; Schedules of Condition, Schedules of Defects.

- f) To comply with City Property's policies, procedures and standards for the management of the investment portfolio.
- g) To contribute to good staff and working relations within City Property as well as with the wider Council.
- h) To provide at all times, a quality professional service to internal and external customers.
- i) To agree targets and objectives with the Team Manager and ensure they are met timeously.

3. HEALTH & SAFETY

- a) To assist the Technical Services Team in the promotion and assurance of a safe and secure work environment for all staff, consultants and visitors by ensuring compliance with the Health and Safety legislation, policies, procedures.

4. RISK MANAGEMENT

- a) To assist the Technical Services Team in contributing to the Risk and Resilience Management process of City Property.

5. OTHER

- a) To undertake any other duties and responsibilities that may be assigned by the relevant Projects Team Manager or Asset Manager (Technical)..

Personal Specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Education, Qualifications & Training	Enrolled on a University Degree in a relevant property discipline which is accredited by the RICS. Able to demonstrate commitment to CPD Full driving licence		☐ Application Form ☐ Interview ☐ Certificates
Skills, Knowledge & Competencies	Self-motivated with good communication and presentation skills. Can demonstrate a positive approach to carrying out duties and use solution focused options for problem solving Good report writing skills. Ability to work in a fast-paced environment, frequently under pressure, on multiple tasks. Demonstrates a desire to adhere to good time management and has good analytical and problem- solving skills. A commitment to undertaking CPD. Skilled in the use of information technology including all Microsoft programmes.	Demonstrates the ability to work with people. Good negotiation skills	☐ Application Form ☐ References ☐ Interview