

## Graduate Surveyor

As the successful Graduate Surveyor, you will have recently completed a degree or equivalent qualification within the relevant discipline. You will have the ambition to work towards your APC or currently be working towards your chartership within the Royal Institution of Chartered Surveyors (MRICS).

The Trainee/Graduate/Assistant Surveyor is to assist and support the Land and Development side of the business. This is a step toward the Surveyor position (dependent upon entry level) within the company. In summary the role will include:-

- Identifying land and development opportunities across the Greater Midlands area for disposal and acquisition
- Management of the development process for acquisition and disposal through to completion.
- Valuation (RICS Red Book Valuations including Home Buyer and Help to Buy surveys), Commercial agency and landlord and developer consultancy
- Planning submissions and strategic land reviews
- Growing your knowledge of local and national planning law and guidance
- Develop contract and lease knowledge and understanding
- Develop negotiation skills
- You will work with the health and safety team to support your APC and competency in this area

### Land & Development Associated Tasks

- Maintaining the property requirements database, contacting relevant agents and operators to ensure that details of all requirements are accurate and up to date.
- Maintaining the site availability database, contacting relevant agents and operators to ensure that details of all available sites are accurate and up to date.
- Maintaining the internal comparable information database, contacting relevant agents and operators to obtain accurate comparable information.
- Assisting with online mapping tools to provide location and site maps and site area measuring (training will be provided if necessary).
- Provide office based support when the Director is out of the office for site searches with Land Registry/Searchflow and Promap.
- Maintaining RICS documents library.
- Conducting viewings of available properties & drafting marketing brochures. Pro-actively marketing properties through telephone calls and emails.
- Issuing plans/documents to clients.

- Assisting in surveying of properties under the supervision of Keri Dobson.
- Making telephone contact with agents to support the comparable analysis and/or availability of land/development opportunities.
- Undertaking site finding duties, which will include exploring the Local Plan of an area. Travelling to specific destinations to identify possible land opportunities.
- Undertaking research into build costs for projects through Dobson-Grey contacts.
- Undertaking research into sales, rental and capital values through property databases, agents via email and telephone calls and Dobson-Grey databases.
- Site inspections in accordance with RICS guidance.
- Valuation work (under supervision) knowledge of Argus Appraisal system of assistance.
- Assist with planning submissions.

#### **General Administration Responsibilities:**

- To support with the day to day surveying duties and from time to time assist in compliance & facilities management & CDM Co-ordination. Training will be provided where necessary.
- Updating and amending the central contact database with new contacts.
- Photocopying, scanning, files and documents when requested.
- Closing files by checking that files adhere to the quality assurance checklist. Print off closure forms and put files away in storage.
- Covering incoming calls in a professional manner.
- Reporting any faults with IT equipment to Darren Grey in the first instance as soon as practicable.
- Report writing.
- Ensuring that any email requests are dealt with quickly and efficiently.
- Regular research into property law, planning law, valuation, development, project management and RICS guidance notes and practice statement updates & standards. Attending CPD events.

#### **To apply for this role you must be have the following:**

- Be committed to complete the APC and become a MRICS Chartered Surveyor
- Confident, commercially astute
- Ability to work accurately under pressure
- Team player
- Hold a clean and valid driving licence

The role will include working closely with the Project Coordinator who currently provides support in terms of legal title checks, online mapping, preparation with marketing brochures and database.

**Any other duties, which may from time to time be reasonably requested.**