

**Person specification
Graduate Estates Surveyor
Band 5**

Criteria	Attributes	Method of assessment
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Able to demonstrate good understanding of health, safety and welfare policies and procedures. • Ability to understand the concept of diversity and respect for others and be committed to these issues. • Appropriate understanding of impact in immediate work and service area. <p>Desirable</p> <ul style="list-style-type: none"> • Have an up to date knowledge of relevant legislation and technical procedures. • Knowledge appropriate to delivering a range of property professional services to clients/ customers. • Ability to formulate and deliver property development and enhancement projects. • Appropriate level of data protection, security and confidentiality awareness. 	Interview, application and documentary evidence
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of property portfolio management and strategic asset management. • Demonstrate experience in attending site visits and property inspections. • Competent in the use of IT, including property database and management software. • Demonstrate experience or understanding of customer care and a strong customer focused service delivery to a range of stakeholders and partners. 	Application and interview

	<p>Desirable</p> <ul style="list-style-type: none"> • Public sector experience with an understanding of practices and constraints/requirements affecting asset management. • Experience of property portfolio management and strategic asset management. • Experience of communicating, influencing and negotiating with tenants, internal and external stakeholders, other professionals, partners and, ideally, the public. • Demonstrate experience in attending site visits and property inspections. • Experience of communicating, influencing and negotiating with tenants, internal and external stakeholders, other professionals, partners and, ideally, the public. 	
Skills and abilities	<p>Essential</p> <ul style="list-style-type: none"> • Enthusiasm and willingness to work as part of a team. • Ability to work under own initiative, planning and monitoring personal and team workload and deadlines. • Ability to manage budgets and exercise financial control. • Excellent communication and interpersonal skills. • Good analytical and planning skills and an ability to give close attention to detail. • Able to write detailed and effective reports, business documents and correspondence, including for release to members and the public. • Able to solve problems, prioritise workloads and provide support to colleagues. • Confident presentation skills. • Able to deal appropriately with a variety of people. • Demonstrate ability to achieve a good work life balance. 	Application, interview and test
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • RICS-accredited degree and willingness to enrol, or working towards, the Assessment of Professional Competence, of the Royal Institution of Chartered Surveyors (RICS). 	Application and documentary evidence

	<ul style="list-style-type: none"> • Commitment to self-development and CPD. • Be able to give examples of effective self motivation and self direction. • Willingness to learn and to improve. 	
Other	<p>Essential</p> <ul style="list-style-type: none"> • You will need access to transport and ability to visits sites 	

Date: January 2025