

Role profile

Job title:	Chartered Surveyor
Grade:	DP
Discipline:	Estates and Asset Management

Role purpose:

The Chartered Surveyor will be responsible for assisting in the delivery of Valuation and Estate Management services to meet prescribed targets in accordance with all relevant policies, standards and legislation .

Accountabilities:

- 1) Undertake all aspects of general practice work including:
 - Development Appraisals
 - Property acquisition by negotiation or Compulsory Purchase Powers
 - General Fund and HRA Asset valuations for accounting purposes
 - Capital and rental Valuations
 - Insurance valuations
 - Property disposal by private treaty, tender or auction
 - Taking and granting leases, tenancies, licences, hiring 's, easements, concessions and other legal or equitable inte rest
 - General management including rent reviews, surrenders, assignments, sub lettings, improvement works, term compensation and dilapidation
 - The verification of rating assessments includin g appeal work where appropriate
 - Insurance, capital and rental valuation
 - Scheme / Project estimates, appraisals and co-ordination
 - Other related activities as required
- 2) Observe and comply with the quality management system and ensure that work commitments are undertaken on time, to budget, to target fee and to the satisfaction of the client.
- 3) Undertake a personal fee earning case load of work commensurate with agreed targets.
- 4) Represent clients of the NPS Group as required at inquiries, tribunals, courts, appeals, arbitration and such other significant relates activities as required.
- 5) Responsible for identifying new business opportunities.
- 6) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
- 7) This role requires frequent travel to other offices and sites as required.
- 8) Carry out duties appropriate to the grade of the post .
- 9) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 10) Demonstrate personal commitment to the Norse Way CSR strategy.

Qualifications:

- 1) Professional membership of the Royal Institution of Chartered Surveyors with at least 2 years PQE – Essential
- 2) Bachelor's Degree or equivalent in an Estates related discipline – Essential
- 3) Holds a current site card or is prepared to immediately attain – Essential

Skills and knowledge:

- 1) Experience in a similar or related role with at least 2 years PQE- Essential
- 2) Proficient in the use of Microsoft Office Suite - Essential
- 3) Legal knowledge of, compulsory purchase and compensation, landlord and tenant and knowledge of property valuation techniques – Essential
- 4) Familiar with relevant construction, health and safety legislation and the risks and hazards associated with asbestos – Essential

Competencies:

Improving for excellence	Level 2	Commercial focus	Level 2
Drive for results	Level 2	Customer focus	Level 2
Effective decision making	Level 2	Managing positive relationships	Level 2
		Leadership and development	Level 1

General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

Creation date: 12 th May 2021	
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This role profile has been reviewed and validated by the Group Director – Human Resources.
Last modified: 12th May 2021