

Job Description & Person Specification

Job Title	Associate – Valuation & Estates Management
Division/Location	Norse Consulting / Norwich
Reporting to	Associate Director
Weekly Hours	37 hours per week
Grade/Salary	DM / Up to £56,000 DOE

Job Description
The Role:
The Associate – Valuation and Estates Management will be responsible for supporting the Associate Director – Valuation and Estates Management in managing property professional and technical staff specialising in property management.
Main Responsibilities:
<ul style="list-style-type: none"> Ensuring the effective day to day management and providing robust performance management of the team. Working in conjunction with all clients developing, implementing and monitoring property strategies in accordance with the client's corporate plans. Liaising with clients in support of Valuation and Estates Management initiatives. Assisting in monitoring the income and expenditure of the teams continually striving for best practice. Providing proactive and responsive strategic advice to clients on all property issues. Identifying new business opportunities. Fee earning at 90% and contributing to the achievement of business plan objectives and targets.
Other Duties
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:
<ul style="list-style-type: none"> Carrying out duties appropriate to the grade of the post, including frequent travel to other offices as required. Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards. Demonstrating personal commitment to the Norse Way CSR Strategy.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Professional Chartered membership of the Royal Institute of Chartered Surveyors	Essential	
	Bachelor's Degree or equivalent in an Estates related discipline	Essential	

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

	Familiar with relevant construction; health and safety legislation and risks and hazards associated with asbestos	Essential	
Experience	Extensive experience in a similar related role	Essential	
	Management experience	Essential	
Skills/Abilities	Proficient in the use of Microsoft Office Suite	Essential	
Other Requirements			

General

Job descriptions are accurate at the time of compilation but are open to change and therefore 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 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.

We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it

Approval/Review Date

Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	