

Job Title	Chartered Surveyor
Division/Location	Norse Consulting / Norwich
Reporting to	Associate Director
Weekly Hours	37 hours per week
Grade/Salary	DP / Up to £52,301 per annum, DOE

Job Description
The Role:
The Chartered Surveyor will be responsible for providing effective , day to day property advice to Clients, working within the various timescales and managing the caseload in accordance with initiatives and directives, whilst maintaining outputs of appropriate quality.
Main Responsibilities:
<ul style="list-style-type: none"> • Undertaking a variety of RICS 'Red Book' Valuations including asset valuations. • Providing development appraisals, valuations and general advice for a variety of different purposes. • Negotiating the settlement of terms for the acquisition and disposal of property. • Assuming responsibility and an expert role in defined areas. • Deputising for the team as and when required. • Preparing committee reports and briefings for clients, attending committees and working groups as necessary. • Undertaking group wide commissions, working throughout the country as and when required. • Complying with Norse Consulting policies, procedures and guidelines including the Norse Consulting's Health and Safety Policy. • Ensuring that Customer requirements are identified and agreed with the Client. • Taking and granting leases, tenancies, licences, hiring's, easements, concessions and other legal or equitable interest. • General management including rent reviews, surrenders, assignments, sub lettings, improvement works, term compensation and dilapidations. • Verifying rating assessments including appeal work where appropriate. • Identifying new business opportunities. • Fee earning at 90%, and contributing to the achievement of business plan objectives and targets. • Complying with the Group ISO standards, delivering quality assured outputs.
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.

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

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 Institution of Chartered Surveyors	Essential	AF
	Bachelor's Degree or equivalent in a related discipline	Essential	AF
	Holds a current site card or is prepared to immediately attain	Essential	AF
	Familiar with relevant construction, health and safety legislation and risks and hazards associated with asbestos	Essential	AF/I
Experience	Extensive experience in a similar or related role	Essential	AF/I
Skills/Abilities	Proficient in the use of Microsoft Office Suite	Essential	AF
Other Requirements			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>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.</p> <p>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.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Our Values

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

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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

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