

Degree Apprentice Trainee Valuer

Job Ref: 19203

We are looking for motivated, enthusiastic people to join us on an apprenticeship programme. If you have a genuine interest in Real Estate Valuation and are committed to becoming a Chartered Surveyor, then we have an exciting opportunity to follow a stimulating and rewarding career working with the Capital Assets team as an Degree Apprentice Trainee Valuer, gaining on the job experience whilst studying for a Degree in Real Estate Valuation and ultimately gaining full Chartered Membership of the Royal Institute of Chartered Surveyors (RICS).

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| Hours of Work | 37 hours per week |
| Contract Duration | Fixed Term - 60 months |
| Location of Work | Municipal Buildings, Stockton Town Centre |
| Salary | £18,065p.a. |

About Us:

Stockton-on-Tees Borough Council is a successful and award winning Council who employ over 3,000 employees in a vast range of job roles across many different services in the Borough of Stockton-on-Tees.

At SBC we truly value our Apprentices. We recognise that Apprenticeships help us identify new talent, build new skills in our workforce and increase diversity in the workplace. Apprenticeship help us to develop our future skills, to enable us to deliver our ambitious plans whilst also assisting in shaping the apprentice's future.

Job Description:

The Council's biggest assets (not including our employees) are the land and property we own across the borough, including our investment portfolio, industrial units, estate shops, parks and green spaces, office buildings, libraries and specialist sites such as the Hampton by Hilton Hotel and Globe Theatre and town centre assets. We need a Real Estate Valuation Officers to assist with large scale projects and positive change involving the valuation, sales and acquisition of land and property across our borough and undertake work in respect of the management of our land and property portfolio, including lettings, tenant obligations, rent reviews and lease renewals.

Duties will include providing general technical support to the team, ensuring an effective and efficient service is provided. You will assist in developing and maintaining asset management data and records, including performance indicators for property, in addition to updating computerised records to ensure a high level of accuracy is maintained and data and reports are produced as and when required.

Essential Requirements:

All candidates are required to meet the essential requirements set by both Stockton on Tees Borough Council and Northumbria University. Please address in your application how you meet the essential criteria:

- 120 UCAS Tariff points from a combination of acceptable Level 3 qualifications which may include: A level, BTEC Diplomas/Extended Diplomas, Scottish and Irish Highers, Access to HE Diplomas or the International Baccalaureate
- Functional skills English & Maths Level 2 / GCSE Grade C (level 4) or above
- Experience of working as part of a team, ideally in a surveying/property environment
- Excellent IT skills and familiar with the use of Microsoft applications
- Ability to prepare and produce succinct, focussed written and oral reports
- Ability to travel independently across the Borough
- Demonstrate the behaviours which underpin the Council's Culture Statement

You must not hold an existing qualification at the same or higher level as this apprenticeship in a similar subject

In addition to confirmation of a university place to study for a Degree in Real Estate Valuation (Chartered Surveyor) appointment will be subject to the following pre-employment checks:

- Medical Check
- Satisfactory references

Apprenticeship Qualification

You will be given appropriate paid time off work, to attend University and work towards completion of your apprenticeship qualification.

Qualification: Real Estate BSc(Hons) Chartered Surveyor Degree

<https://www.instituteforapprenticeships.org/apprenticeship-standards/chartered-surveyor-degree/>

Training Provider: University of Northumbria (Newcastle)

<https://www.northumbria.ac.uk/study-at-northumbria/courses/real-estate-duprel1/>

Professional Recognition: Upon completion you will qualify as a full chartered member of the Royal Institution of Chartered Surveyors (MRICS).


Future Prospects:

Upon successful completion of the apprenticeship there may be the potential to secure a position within the Council for the right candidate to grow within the organisation.

How to Apply:

Please complete our Apprenticeship application form, and submit this to apprenticeships@stockton.gov.uk no later than the closing date of **Sunday 14th July 2019**.

Please ensure you refer to the essential requirements outlined in the advert and Job Description / Person Specification when completing the personal statement on your application, as this information will be used to shortlist candidates for the next stage of selection.

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|  Stockton-on-Tees BOROUGH COUNCIL | | JOB DESCRIPTION |
| Directorate: Finance and Business Services | | Service Area: Capital and Assets |
| JOB TITLE: Trainee Valuer (Degree Apprentice) | | |
| POST REFERENCE: 19203 | | |
| SALARY £18,065p.a. | | |
| REPORTING TO: Valuers / Valuation and Property Manager | | |
| 1. | JOB SUMMARY: The post holder will be accountable to Valuers/ Valuation and Property Manager, and will be supported and mentored to develop in the role. The post holder will work towards and achieve competencies that will enable them to make an effective contribution to Capital and Assets within Finance & Business Services of the Council. In partnership with Northumbria University Newcastle the post holder will undertake the Real Estate BSc (Hons) Chartered Surveyor Degree Apprenticeship course, attending day release as required to complete the course. They will also under the direction of the Valuers /Valuation and Property Manager gain training and experience in the Capital and Assets team to operate effectively and efficiently. | |
| 2. | MAIN RESPONSIBILITIES AND REQUIREMENTS To build up the necessary skills and proactively support the Capital and Assets team by undertaking the following | |
| 1 | To pursue Real Estate BSc (Hons) Chartered Surveyor Degree Apprenticeship course at Northumbria University Newcastle leading to a recognised professional qualification | |
| 2 | To undertake study to develop a good working knowledge and thereafter keep up to date with surveying practice and policy | |
| 3 | To provide general technical support to the team and ensure an effective and efficient service is provided and to assist in developing and maintaining asset management data and records, including performance indicators for property | |
| 4 | To update computerised records to ensure a high level of accuracy is maintained and data and reports are produced as and when required | |

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| 5 | Assist in dealing with Councillors, members of the public, agents and consultants on matters relating to land ownership, estate management, valuation and varying property related matters |
| 6 | To provide advice in relation to minor disposals, licences and leases and strategic assets |
| 7 | Carry out site inspections and supporting in the preparation of instructions to legal and reports to CMT and Cabinet. |
| 8 | To ensure that all property related matters are undertaken in a professional manner and comply with statutory and professional guidelines, best practice and procedures and to assist in the instruction and liaison with legal where appropriate, throughout the process in completing such transactions |
| 9 | To ensure a culture of co-operation and effective joint working is maintained and ensure the service is customer focussed |

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Council Values, Competency Framework, Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, competency framework, code of conduct, professional standards and promote equality and diversity in the workplace.

Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



PERSON SPECIFICATION

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| Job Title/Grade | Trainee Valuer - Degree Apprentice | Salary: £18,065 |
| Directorate / Service Area | Finance and Business Services | Capital and Assets |
| Post Ref: | 19203 | |

| | ESSENTIAL | DESIRABLE | MEANS OF ASSESSMENT |
|-----------------------|---|---|-------------------------------|
| Qualifications | <ul style="list-style-type: none"> 120 UCAS Tariff points from a combination of acceptable Level 3 qualifications which may include: A level, BTEC Diplomas/Extended Diplomas, Scottish and Irish Highers, Access to HE Diplomas or the International Baccalaureate Minimum of 5 GCSEs Grade A*-C/9-4 or equivalent including English & Maths <p>Please note: You must not hold an existing qualification at the same or higher level (Level 6 or above) as this apprenticeship in a similar subject (Chartered Surveyor)</p> | <ul style="list-style-type: none"> Property / Real Estate Surveying course | Application form Interview |
| Experience | <ul style="list-style-type: none"> Working as part of a team Preparation of reports | <ul style="list-style-type: none"> Experience of working in a surveying / property environment Work in an office environment Communicating with a range of people Experience of database applications | Application Form Interview |

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| <p>Skills & Knowledge</p> | <ul style="list-style-type: none"> • Excellent IT skills ICT Skills (including Microsoft Office) • Ability to work in an organised and methodical way to analyse and solve problems • Good attention to detail • Ability to understand and apply regulations and written instructions • Ability to work on own initiative • Good communication and interpersonal skills • Ability to produce succinct, focused, written and oral reports | <ul style="list-style-type: none"> • General property management knowledge • Knowledge of GIS systems • Health & Safety awareness • Data protection awareness | <p>Application Form Certificates Interview</p> |
| <p>Specific behaviours relevant to the post</p> | <ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement • Commitment to own personal and professional development. • High personal standards of self-discipline and Positive 'can do' approach • Highly motivated, and not easily discouraged • Flexible approach to work • Be able to maintain confidentiality • Be prepared to work outdoors | | <p>Application Form Interview</p> |
| <p>Other requirements</p> | <ul style="list-style-type: none"> • The ability to travel independently for work and study purposes | <ul style="list-style-type: none"> • Able to undertake international travel as part of the Degree Course (if required). | <p>Application Form Interview</p> |

