

**Job Description**

**Job Title:** Trainee Surveyor

**Post Reference Number:**

**Grade:** 4

**Service:** Commercial Development

**Directorate:** City Development

**Responsible To**: Principal Surveyors

**Responsible For:**

**Location:** Your normal place of work will be Civic Centre/City Hall. However, you may be required to work at any Council workplace within the Sunderland City Council region.

**Purpose**

* The Trainee Surveyor is responsible for supporting the delivery of a range of disposal, acquisition, professional and asset management case work for Sunderland City Council and Siglion.
* You will be a member of a team reporting to the Principal Surveyor in the delivery of the City Councils property plan.
* Support in the delivery of a programme of City wide opportunities and manage all phases of all cases within
* Work closely with officers, solicitors, planners, engineers, appointed agents and other professionals.
* Ensure that the governance arrangements are effectively adhered to and that the operating framework is effectively maintained and is responsive to the needs of the organisation.
* Provide timely and accurate reporting including risks, financial status and progress.

**Main Duties and Responsibilities:**

* Support in the delivery of casework from inception to completion,
* Operate in a professional manner
* Provide some evolving technical knowledge to the organisation in terms of city centre regeneration;
* Support in the coordinating of external consultants such as solicitors, surveyors, planners, engineers and other resources as required to ensure they deliver services both on time and on budget.
  + To support in the delivery of innovative new solutions for the disposal, acquisition, regeneration and investment of the Siglion property portfolio to support the delivery of Council and Siglion’s services in the most efficient and cost-effective way.
  + Help ensure reputation management is embedded throughout and to also help manage relationships with key stakeholders to ensure positive relationships with all relevant stakeholders.
  + Support in the development of reports, presentations and briefings to provide regular and timely updates to all stakeholders.
  + Operate in a professional manner, develop and maintain corporate relationships.
  + Provide operational and professional support to the team and wider organisation in terms of city centre regeneration, investment, asset management and development.
  + Support the management team in the provision of value for money services which are well monitored and controlled.
  + Supporting the Principal Surveyor and other team members thereby supporting the Development Director in all matters relating to the Council’s land and property portfolio. To ensure that corporate and service, legislative, professional and good practice requirements are met or exceeded.
* Engage in their own professional development and secure their RICS Assessment of professional competence (APC) at the earliest opportunity.
* A commitment to continuous improvement.
* To promote and champion a positive organisation-wide culture that reflects the Council’s values.
* **Other Duties:**
* The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.
* The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council