

**Person Specification:**

**Job Title: Trainee Surveyor**

**Service: Commercial Development**

**Role Profile Reference: RT4A**

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| **Essential Requirements** | **Method of Assessment** |
| **Experience/Education/Training**   * Relevant professional qualification together with membership of, or training towards, an appropriate professional body (e.g. RICS) * An understanding of delivering real estate solutions in a local government environment and across all use classes including residential * Ability to support in the delivery reports and understand the principals of report writing in a succinct and timely manner to support the efficient operation of the team. * Basic knowledge of easements and covenants, compensation, rating and compulsory purchase orders. * Experience of using Microsoft 365 | Application Form/ Interview/ Presentation |
| **Skills/Knowledge and Ability**   * Providing excellent customer service by being able to delight customers and deliver high quality tailored services to meet needs and exceed expectations. * Ability to become a Registered Valuer following qualification * Some experience in commercial real estate would be beneficial (but not essential) * Some knowledge of current property and property processes. * Risk management techniques. * Ability to produce and present detailed reports in supporting role initially and becoming more autonomous with assistance from the line manager. * Ability to demonstrate continuous improvement. * Listens to others to assess requirements in order to respond appropriately and efficiently (including detailed / technical requirements). * Ability to understand some complex information (written, numerical and diagrammatic) to help develop an understanding of a subject. * Knowledge and understanding of city development functions and delivery mechanisms. * Ability to handle confidential, commercially sensitive information and to exercise judgement and discretion appropriately. * Ability to work effectively despite changes in colleagues, settings and environment as well as changing working hours on occasions to meet the needs of the service. * Ability to develop and demonstrate political awareness. * Problem solving skills. * To demonstrate the Council’s values. | Application Form/ Interview |
| **Work Related Behaviours**   * Ability to develop effective team relationships * Able to persuade, negotiate and influence effectively. * Be socially confident and self-assured when meeting new people. * Good level of accuracy and attention to detail. * Able to see tasks through to completion. * Be able to adapt behaviour to suit the situation or customer. | Short Online Assessment |
| **Work Related Circumstances**   * Commitment to equal opportunities. * Ability to meet the travel requirements of the post. * Ability to work outside of normal working hours to meet the needs of the service. * Compliance with health and safety rules, regulations and legislation. * Commitment to personal development. | Application Form/ Interview |