

**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 |