

Role Profile -Degree Apprentice

Real Estate Surveyor

INFORMATION ABOUT THE ROLE:

Group	Housing, Environment and Healthy Communities
Service	Property Services
Location	Civic Centre, Gateshead
Line Manager	Property Team Leader
Grade/SCP	Apprentice - £22,737

JOB PURPOSE:

- To assist the Property team in all aspects of Property Management, Property Disposal, Development, Acquisition and Valuation.

WHAT WE WANT YOU TO DO:

1. Assist with Managing the Council's non-operational portfolio and housing retail assets including marketing and leasing of vacant space and all professional matters arising.
2. Assist with acquisition, disposal and valuation of the Council's land and Property Assets.
3. Assist with all landlord and tenant matters. Agree terms and carry out effective negotiations with landlords, tenants, agents, business people and members of the public in relation to all property transactions.
4. Support the Team Leader and colleagues in exploring opportunities arising out of property reviews to optimise the Council's efficient use of resources.
5. Support colleagues with the acquisition, disposal and valuation processes.
6. Contribute towards the aims and targets in the Corporate Asset Management Plan and the Thrive Agenda.
7. To assist the Team Leader in promoting a client focused culture to ensure compliance with statutory duties and current best practice within an ethical framework.
8. To liaise with and, where appropriate, co-ordinate involvement of all relevant services to ensure property acquisitions and disposals are consistent Council strategies, policy and projects.



9. Actively developing and maintaining effective working relationships with key stakeholders.
10. Work well within the property team, providing support to team members.
11. Such other responsibilities allocated which are appropriate to the grade of the post



WHAT YOU NEED TO BE SUCCESSFUL...THE ESSENTIALS:

THE KNOWLEDGE

- Good oral and written communication skills
- Good presentation, communication and developing negotiation skills
- Work towards working to deadlines and deal with varying workloads
- Able to work on own initiative
- Able to work as part of a team
- Good IT skills

THE EXPERIENCE

- An interest in commercial property

THE SKILLS

- 96 UCAS tariff points (or an equivalent level of attainment through recognised qualifications not included in the UCAS tariff*)
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- Ideally, you will hold a current driving licence, have access to a car or means to mobility support



OUR COMPETENCIES... HOW WE WANT YOU TO BE:

CUSTOMER FOCUSED

Puts the customer first and provides excellent service to both internal and external customers

GREAT AT COMMUNICATION

Uses accessible and inclusive methods to express and deliver accessible information in a clear and concise way to ensure our diverse workforce and communities understand

TEAM PLAYER

Works with others to achieve results and develop good working relationships

MAKE THINGS HAPPEN

Takes responsibility for personal organisation and achieving results

FLEXIBLE

Adapts to change and works effectively in a variety of situations

LEARN AND DEVELOP

Actively improves by developing and applying new skills and knowledge and learns from past experiences

