

Job Title	Graduate Estates Surveyor	Job Number	
Business Unit	Property Services	Location	
Completed By	Angie Cope	Date	Feb 2021

Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		
	Essential	Desirable	Measured By
Qualifications and Experience			
Academic, technical and professional			
• Degree in Estate Management or similar. Working towards professional qualification via APC	✓		Certificate
• Basic understanding / working knowledge of property law, landlord and tenant legislation, valuations and health and safety requirements	✓		Application / Interview
• Conversant with legal documents relating to land and buildings	✓		Application / Interview
Work Experience & Attainments			
Previous work experience relevant to the job			
• Experience in a commercial property management environment		✓	Application / Interview
• Experience of dealing with tenants, property owners and occupiers		✓	Application / Interview
• Experience in considering and processing tenants applications and property related enquiries		✓	Application / Interview
• Experience in site inspections and noting matters of concern		✓	Application / Interview
Skills and Competencies			
• Desire to take on a wide range of work to attain professional qualification	✓		

Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		
	Essential	Desirable	Measured By
• Ability to communicate, providing clear and decisive responses and advice, in person, by telephone, by letter and by email	✓		
• Good at handling sensitive and potentially difficult situations	✓		
• Clear customer focus - the ability to evaluate many differing customer needs and ensure that the priorities are directed to meet them	✓		
• Excellent inter-personal skills including the ability to listen and to influence, negotiate and/or persuade	✓		
• Ability to balance priorities, especially when these will be driven by many parties mainly external to the organisation, all requiring their own requests to be considered at the same time	✓		
• Ability to plan workload of self to ensure that tasks are completed and on time	✓		
PC/Computer Literacy			
Job content relating to this			
• Computer literacy including MS Office	✓		
• Knowledge of specialist property ICT systems including Kel, Uniform, CAD, GIS, TechForge		✓	
Circumstances			
Location, flexibility and mobility; other circumstances specific to the job			
• Ability to work outside of normal hours as required by the job	✓		