Apprentice Chartered Surveyor

Department: Directorate of Estates & Campus Services
Hours of work: Full time, with 20% time allocated for study
Contract type: Fixed term training post (approx. 5 years)
Salary: £25,788 a year
Introduction

This is an exciting new training position within the Directorate of Estates & Campus Services. Working with our Land & Building Manager to support the management of the University’s property portfolio.

In this role you will work towards completion of the Level 6 Chartered Surveyor (Degree) Apprenticeship.

Main purpose of the role

Whilst working towards completion of the Level 6 Chartered Surveyor Apprenticeship, you will work closely with and be mentored by the University’s Land & Buildings Manager.

The Chartered Surveyor Apprenticeship includes a BSc (Hons) degree and a professional qualification as a chartered member of the Royal Institution of Chartered Surveyors (MRICS). The apprenticeship will follow the Commercial Property Surveyors pathway.

The apprenticeship will develop the technical, interpersonal and behavioural skills, knowledge and competence outcomes require for a chartered surveyor.

The formal training undertaken at a registered training provider will cover the following core modules:

1. **Law** – role of legal advisors, standard forms of building and property agreements, Law of property or law relating to building contracts. Negotiate and agrees terms for legal contracts, standard forms of building contract or other property related contracts. Liaise with legal advisers and apply law.

2. **Information Management** – types of information relevant to pathway, methods for providing information, data and advice and techniques for data analysis, identify and agree client requirements for information, provide client reports and analyse data and information for clients.

3. **Finance** – Accounting principles and procedures, methods for obtaining finance and managing finance.

4. **Health & Safety** – methods of meeting health and safety legislation and regulations and apply, how to ensure a safe working environment for oneself and others, liaise with those who have specific health and safety responsibilities.

5. **Sustainability** – embedding sustainability into property/construction projects, importance of sustainability and methods for influencing client behaviour.

6. **Construction Technology** – complex building construction techniques and services, construction materials for complex buildings and principles of building failure in complex buildings. Apply construction technology, identify construction materials in complex buildings and provide advice to clients relating to construction technology.

7. **Consultancy** – client instructions, agreeing and managing instructions for engagement to completion, managing client relationship and reporting.

The following two optional modules will also be completed;

1. **Applied valuation and appraisal** – leasehold and freehold valuations and valuation reporting and standards. Preparing valuations for a range of formal and appraisal purposes. Providing valuation reports to clients.

2. **Land, Property and Planning Law** – applied land law, landlord and tenant law and planning law. Negotiate solutions relating to legal issues, prepare reports on legal matters and provide advice to clients.
Over the five year apprenticeship the RICS defined competencies need to be achieved before undertaking the end point final assessment, RICS Assessment of Professional Competence.

**Key responsibilities**

(Role holders will be required to undertake some or all of the duties below)

- To support the Land and Buildings Manager in the provision of a professional valuation, estates management and surveying advice to all departments in the University.
- To advise on all property issues and manage projects at an appropriate level, subject to the necessary training.
- To undertake land and building inspections.
- To undertake both statutory and non-statutory valuations following the necessary training under the supervision of an appropriately qualified Chartered Surveyor.
- Deal with all enquiries relating to general procedures and work of the Team and to provide advice, guidance and to take appropriate action.
- Represent the University at meetings and site inspections.
- Contribute and adhere to standard procedures, operational practices and provide full support in the setting up of revised working practices.
- Support the Team in carrying out their duties.
- Responsible for ensuring service delivery is constrained within available budget and demonstrating value for money in that delivery.
- Work collaboratively with relevant colleagues, students, partners and other relevant customers to build strong and productive relationships within DECS and beyond.
- Adhere to the University’s policies and procedures on Health & Safety.
- Ensure the activities you are responsible for are well planned, compliant, effective and efficient to ensure high levels of customer satisfaction.
- To undertake other duties and responsibilities, as required, commensurate with the grade of the post.
- Establish and maintain professional contacts, interest and knowledge in the development of the subject area.
- Maintain student membership of Royal Institution of Chartered Surveyors.
**Person specification**

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Three A2 levels at Grade C or higher, or the equivalent or a Level 3 apprenticeship in a construction or property related discipline.</td>
<td>Essential</td>
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<td>English &amp; Maths at level 2 or equivalent</td>
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**Knowledge**

| To have an understanding and awareness of property and real estate issues in the context of working in a valuation/estate management and surveying. | Essential             |

**Skills, abilities and competencies**

| To be able demonstrate effective time management and self-organisation skills in either a work or academic environment. | Essential             |
| To be able to access, interpret, manipulate and use information from property based record systems.                | Essential             |
| Ability to communicate information in a clear & logical manner (oral & written) at the appropriate level.         | Essential             |
| The ability to produce reports and reporting to colleagues, senior management, external advisors and attending meetings. | Desirable             |
| Using a range of computer applications and ICT including google products, Microsoft covering word processing, spreadsheets, databases, presentation software, internet and e-mail. | Essential             |
| Ability to work and study in an environment where literacy and numeracy skills have been demonstrated            | Essential             |
| Communicates effectively on a 1:1 basis about everyday issues and ability to communicate with colleagues and external advisors on technical matters. | Essential             |
| Keep work records accurately.                                                   | Essential             |
| Uses initiative and decides the order in which own daily tasks are to be carried out.                               | Essential             |
| Demonstrate ability to plan ahead.                                              | Essential             |
| Takes ownership of own work and performance. Works to clear standards and expectations.                             | Essential             |
| Works collaboratively with others to break-down barriers to deliver added value within DECS.                        | Desirable             |
Experience

To have gained work experience in a valuation/estate management or surveying.  

Desirable

Experience of working in teams.  

Desirable

Used factual information to identify problems and draw logical conclusions.  

Desirable

Personal attributes

Takes initiative in delivering tasks  

Essential

Enthusiastic team member  

Essential

Positive approach  

Essential

Well organised  

Essential

Additional personal attributes

The Directorate of Estates and Campus Services (DECS) has developed a set of core values that promote dignity and respect for all. All members of DECS are expected to adhere to these values and therefore the following personal attributes are essential. A full copy of our values can be found on our website: DECS values

Be honest, consistent and fair in all dealings with colleagues and be welcoming and inclusive to others.  

Essential

Have strong team spirit and pride in your standard of work.  

Essential

Value colleagues and support their commitment to behaviour that is consistent with DECS core values.  

Essential