
Post Title: Trainee Estates Surveyor

Post Hours: 37 hours per week

Grade: Scale 3 – SO1
(Career Grade - Progression through the grade is determined via Career Grade Guidelines)

Responsible to: Estates & Asset Management Leader

Responsible for: None

Main Contacts Associated with Principal Duties:

- Daily within the Service Area.
 - Frequently with other Service Areas and the Directorate.
 - Frequently with members of the public and elected members.
 - Frequently with contractors, consultants and statutory undertakers.
 - Frequently with tenants, leaseholders and landowners.
 - Frequently with external clients and partner organisations.
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Job Purpose:

To assist in the effective management of the Council's land and property portfolio, including acquisitions, disposals, lettings, maintenance and compliance, whilst undertaking a structured programme of academic and professional training in Estate/Property Management leading to professional membership.

Control of Resources:

None.

Main Duties and Responsibilities:

1. To be trained towards attaining Technician/Associate level membership of the Royal Institution of Chartered Surveyors (RICS) and subsequently Chartered status.
2. To assist in carrying out inspections, measurements and condition surveys of land and buildings, preparing schedules of condition and maintenance proposals.
3. To assist in maintaining the corporate asset register and estates terrier, compiling and updating records, plans and statutory documentation.
4. To assist in negotiating lettings, licences, rent reviews, lease renewals and other estate management transactions under supervision.
5. To assist with the preparation of valuations, development appraisals and property reports.
6. To assist in responding to enquiries from councillors, colleagues and members of the public in relation to property matters.
7. To support the commissioning, supervision and monitoring of works undertaken by contractors and consultants.

8. To contribute to projects and initiatives aimed at improving the utilisation, sustainability and accessibility of the Council's land and buildings.
9. To comply with and promote the Council's policies and procedures on health & safety, equalities and data management.
10. To undertake such other duties as may be assigned and are commensurate with the grading of the post.

Selection Criteria	Essential or Desirable	Assessment Method
Qualifications		
1. Minimum of three A Levels (or equivalent) totalling at least 96 UCAS points, including one subject with a strong analytical or business component (e.g. Mathematics, Geography, Economics, Business Studies).	Essential	Application Certification
2. Eligibility to enrol on a Level 6 Chartered Surveyor (Real Estate) Degree Apprenticeship.	Essential	Application Certification
Knowledge, skills, abilities and experience		
3. Possession of a full current driving licence and access to a vehicle for work purposes, or willingness to obtain within 6 months.	Essential	Application Certification
4. Willing and able to undertake and successfully complete academic training to degree level whilst working full-time.	Essential	Application Interview
5. Ability to communicate clearly and effectively, both orally and in writing.	Essential	Application Interview
6. Good numerical and analytical skills with attention to detail.	Essential	Application Interview Test
7. Excellent organisational skills with ability to prioritise workload and meet deadlines.	Essential	Application Interview
8. Proficient in the use of Microsoft Office applications (Word, Excel, Outlook).	Essential	Application Interview Test
9. Ability to work independently and as part of a team with minimal supervision.	Essential	Application Interview
10. Experience of dealing with colleagues and/or customers in a courteous and professionally manner, recognising diverse needs.	Essential	Application Interview
11. Commitment to own continuing professional development.	Essential	Application Interview
Special requirements		
None.		
This post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.		

CAREER GRADE GUIDELINES: TRAINEE ESTATES SURVEYOR

Qualifications / Experience	Grade	Duties / Levels of Responsibilities
<ul style="list-style-type: none"> 3 A Levels (96 UCAS points) or equivalent. Enrolled on Level 6 Chartered Surveyor Degree Apprenticeship. 	Scale 3	Willing to study for degree apprenticeship in Real Estate. General office duties, data collection and property inspections under close supervision.
<ul style="list-style-type: none"> Successful completion of Year 1 of Degree Apprenticeship. 	Scale 4	Assisting with property inspections, lease administration and maintenance planning. Dealing with routine enquiries from tenants, colleagues and the public.
<ul style="list-style-type: none"> Successful completion of Year 2 of Degree Apprenticeship. 	Scale 5	Preparing basic valuations, rent review calculations and reports. Managing a small caseload of low-risk property matters under guidance. Supervising work of new trainees where appropriate.
Successful completion of Year 3 of Degree Apprenticeship.	Scale 6	Managing own caseload of property inspections, negotiations and reports. Preparing committee reports and presenting findings. Representing the Estates Manager at contractor and tenant meetings.
<ul style="list-style-type: none"> Successful completion of Degree plus EPA and attainment of RICS Associate (AssocRICS) or eligibility for APC. 	SO1	Working largely unsupervised, exercising initiative and professional judgement. Responsibility for medium to large-scale property projects. Providing professional advice to senior officers and elected members. Mentoring junior staff.

NOTE:

There is a bar at the top of each grade. Progression through the grades is dependent upon the availability of work at the higher level, successful completion of the relevant academic milestones and satisfactory performance at the current level.

Updated : 16 July 2025