

## CURRENT VACANCY

SENIOR SURVEYOR / ASSOCIATE  
OCTOBER 2019  
BRIGHTON / SOUTH COAST



MAKING  
PROPERTY  
WORK  
[SHW.CO.UK](http://SHW.CO.UK)

### 1. JOB DETAILS

Job title	Senior Surveyor / Associate - Professional Department	Date	October 2019
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### 2. JOB PURPOSE

The role is as either Senior Surveyor or Associate as part of the Sussex Coast Professional Department. The Sussex Coast Professional Department incorporates 12 staff located across the Brighton, Worthing and Eastbourne offices.

The role is to undertake rent reviews and lease renewals throughout Sussex with a primary focus on the Brighton & Hove commercial market.

Dependent on the candidate and their experience the role may also include undertaking valuations for bank lending, accounting and other purposes and/or Leasehold Reform valuations.

### 3. KEY RESPONSIBILITIES

- **Specific:**
  - To assist in the updating and improving of the companies in-house Alcium database which compiles comparable evidence and acts as a diary of forthcoming lease events.
  - To become familiar with the Kel valuation systems and various valuation reporting templates (if applicable).
  - To help the department identify and target potential future instructions.
  - To attend both inter-company and external social and networking events to increase the individual's profile within the company and the image of SHW outside the company.
- **Client Management** - To ensure that clients (both existing clients and potential clients) are provided with a professional and knowledgeable service in connection with the work of the department.
- **Fee and Cost Management** - Responsible for ensuring that all fees and other costs are monitored and processed in a timely way so that income and profit targets are met. To regularly update the fee forecasting schedule in order to assist accurate departmental forecasting.
- **Professional and Personal Development** – Responsible for identifying and addressing the relevant development requirements for the job; and ensuring that the appropriate skills and technical knowledge are evident.
- **Compliance and administration** – Comply with and maintain all the relevant professional and in-house procedures and standards, so ensuring good practice and consistency for the department and Company is achieved.
- **Knowledge** – To be aware of changes and developments in professional and ancillary areas and to take steps to expand knowledge of the same.

## **4. PERSON SPECIFICATION KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

### **Qualifications**

- MRICS and relevant experience (essential)
- RICS Registered Valuer (essential)

### **Knowledge**

- Able to demonstrate an up to date knowledge of professional matters such as the Red Book (essential if applicable)
- Able to demonstrate knowledge of potential new markets appropriate to their region / city (desirable)
- Able to demonstrate knowledge of current legislation that affects the building, development, marketing and letting of commercial space (desirable)
- Able to demonstrate negotiation skills (essential)
- IT literate with an ability to use IT as tool to support work, through effective use of databases, websites, in-house templates (essential)

### **Experience**

- Able to demonstrate ability to develop the skills necessary to generate new clients and jobs (desirable)
- Experience of the relevant commercial markets (desirable)

### **Skills**

- Problem solving – able to solve problems effectively and creatively
- Negotiation – able to prepare for and conduct effective negotiations
- Time management – able to organise and manage time effectively
- Report / letter writing – able to produce readable grammatically correct written reports and letters which are clear, logical and persuasive

### **Behaviours**

- Influencing – able to influence clients and applicants to achieve positive outcomes in relation to proposals, plans and working relationships
- Persuasiveness – able to understand the needs of the client / audience and respond accordingly by modifying or changing the communication style accordingly (written or verbal)
- Initiate action – recognises, creates and seizes opportunities to implement plans and ideas to achieve business objectives
- Tenacity – demonstrates perseverance over a period of time to achieve objectives, irrespective of obstacles
- Thoroughness – pays attention to detail and accuracy; ensures that activities and task are handled correctly and completed on time
- Adapting to change – responds constructively, enthusiastically and flexibly to changes in team, market and work