

Graduate Estates Surveyor

Job Reference:
Closing date: 24 May 2019
Interview date: 4 June 2019



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Applying For This Vacancy

Please read the information in this document before you complete your application form.

You will need to make clear in your application form:

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<http://www.bracknell-forest.gov.uk/tipsforonlinejobapplications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

Any problems?

If you have any problems with your application, please contact the recruitment team on job.enquiries@bracknell-forest.gov.uk or call 01344 352080.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.



Dear Applicant

APPLICATION FOR GRADUATE ESTATES SURVEYOR

Thank you for your interest in the vacancy of Graduate Estates Surveyor at Bracknell Forest Council.

The post is situated within Corporate Property and will report to the Head of Property within the Corporate Property team.

The team deals with a wide variety of services including management of over 200 commercial units and newly acquired investment properties, major acquisitions and disposals, strategic advice to Council Directorates, valuation work and purchase of residential properties.

I am looking for a person who is energetic, keen to learn and a strong team player. If you consider you have these skills I would encourage you to apply. I look forward to receiving your application.

Yours sincerely

Steve Booth
Head of Property

Job Description

Department/Division: DELIVERY Corporate Property	Job Title: Graduate Trainee Estates Surveyor
Post Reference No:	Location: Time Square
Grade/Salary Range: BG-H	Date: May 2019

JOB PURPOSE

To assist the Head of Property in the provision of a professional valuation and property service to the Council.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

This post is in the Property Services team within Corporate Property and will report to the Head of Property.

Corporate Property is part of the Delivery Directorate which includes, Contract services, Legal, Customer Services, Democratic Services and I.C.T.

MAIN DUTIES AND RESPONSIBILITIES

- The postholder will, under the direction of the Head of Property and the Valuer assist in all aspects of the professional work of the section, including:
 - Commercial property management, including; new lettings, rent reviews, lease renewals, assignment debt management, service charge management, etc.
 - Acquisitions and Disposals of land and buildings.
 - Sale of Council Houses.
 - Property valuations, including Asset valuations, compulsory purchase, Insurance valuations, planning compensation.
 - Rating valuations and proposals to alter list and appeals.
 - Negotiation of terms for easements, wayleaves, licences etc., in respect of Council land.
 - Provision of advice to other Departments on property issues.
- To carry out property management work including, managing repairs, debt management, service charges, budget reports.
- To undertake any other tasks related to the responsibilities of the Section within the post-holders qualifications and experience as defined and agreed by the Head of Property.

Special Notes

- The postholder should be a car owner/driver with a valid UK driving licence, use of which an appropriate allowance will be payable.
- Assistance will be given to the post holder in completing the RICS Assessment of Professional Competence.

SCOPE OF JOB (Budgetary/Resource control, Impact)

Person Specification

Department/Division: DELIVERY Corporate Property	Job Title: Graduate Trainee Estates Surveyor
Grade/Salary Range: BG-H	Date: May 2019

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	Degree in estate management or equivalent.	Working towards completion of RICS APC.
Competence Summary (Knowledge, abilities, skills, experience)	Good computer skills. Knowledge of data bases. Good telephone skills. Experience of dealing with the public.	Letter writing experience. Experience in property management.
Work-related Personal Requirements	Must have ability to work as a member of team. Ability and desire to learn new skills.	
Other Work Requirements		Car owner and driver.

About the Department

The following link takes you to more information about our Department
<http://www.bracknell-forest.gov.uk/corporateservices.htm>

Work Style / Parking

This position is office-based. The section is located in an open plan office in Bracknell town centre.

There is very restricted parking at our town centre office, Time Square. We are occasionally able to acquire additional car parking at other public town centre car parks. If you would like a car parking space we will place you on a waiting list when you start your employment with us. Please note there will be a charge for parking which will then depend on your salary and working hours. To find out more information about parking charges at Bracknell Forest Council visit <http://www.bracknell-forest.gov.uk/scale-of-car-parking-charges-in-town-centre-locations.pdf>

You can find out more about Town Centre car parks in Bracknell at
<http://www.bracknell-forest.gov.uk/multistoreycarparks>

Alternatively, the bus and train stations are nearby.

Accommodation

This position is based at Time Square.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.

Staff Benefits

Please visit <http://www.bracknell-forest.gov.uk/workingforthecouncil>

Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a permanent appointment subject to 1 month's notice on either side.

Offers of appointment are subject to satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check (formerly CRB disclosure). All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

Salary

The salary will be within the local Bracknell Grade BG-H. The grade range is £23,836 to £27,905 per annum (pro rata for part time); the starting salary offered will depend on your experience.

Your salary will go up by one point in the grade each year until you reach the top of the grade.

There is also a local weighting of £609 per annum (pro rata for part time).

Car Allowance

This post carries a Casual Car User Allowance. Business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

Working Hours

Although your normal working week will be 37 hours, we understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Whether you have an appointment, are waiting for a delivery at home or wanting to go to your son or daughter's sports day – there are always occasions that arise that you don't want to miss and just wish you could come into work late/ early. Using the flexitime system, you can take time off without using your annual leave.

Naturally we always need to maintain adequate cover – so you'll need to check the situation with your manager.

For further information on our Flexitime Scheme visit <http://www.bracknell-forest.gov.uk/flexitime-scheme.pdf>

Holidays

The annual holiday entitlement is 23 days plus bank holidays. Annual holiday entitlement increases with length of service (4 extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year).

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

More About Applying

References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc

Working In The UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

Positive About People With A Disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions, cautions, reprimands, orders and warnings, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

You must declare any unspent convictions, cautions, reprimands, orders and warnings. Please see below for details:

Sentence	Rehabilitation Period for Adults
Custodial sentence of over 4 years or a public protection sentence	Never spent
Custodial sentence of over 2 ½ years up to 4 years	Spent 7 years from the date upon which the sentence is completed
Custodial sentence of over 6 months but less than 2 ½ years	Spent 4 years from the date upon which the sentence is completed
Custodial sentence of up to 6 months	Spent 2 years from the date upon which the sentence is completed
Fine	Spent 1 year from the date the fine was imposed
Community Order / Youth Rehabilitation Order	Spent 1 year from the date the order was imposed

Sentence	Rehabilitation Period for Adults
Absolute discharge	No rehabilitation period
Conditional discharge, bind over order, attendance centre order, hospital order, referral order	Period of order
Conditional caution	3 months or when the caution ceases to have an effect if earlier
Simple caution	Spent immediately
Compensation order	On the discharge of the order (ie when paid in full)

To find out more about the recruitment of Ex-Offenders visit <http://www.bracknell-forest.gov.uk/guidance-on-the-recruitment-of-ex-offenders.pdf>

What Happens Next To Your Application?

To find out more about the recruitment process please visit <http://www.bracknell-forest.gov.uk/the-recruitment-process.pdf>