**Role Information**

* **New or Replacement Role:** Current role – needs updating
* **Previous Job Title:** N/A
* **Proposed Job Title:** Valuations Surveyor
* **Team: Property Portfolio**
* **Reporting To:** Chris Bull, Head of Portfolio
* **Direct Reports: None**
* **Primary Location:** Wherstead Park
* **Working Conditions:** Part time role, two days per week.

**Job Purpose**

This role is required to assist the Society with providing valuations across both its investment and operational property portfolio. The Society has a goal to increase the value of its property estate. This is in line with our Proactive Property Strategy. Having this role will mean we can accurately value assets on a regular basis, without incurring external expenditure.

**Key Responsibilities and Duties**

Outline the core tasks and responsibilities for this role. Use bullet points for readability, prioritising from most to least important. A minimum of 5 key responsibilities is required.

1. Undertaking Year End Valuations for Annual Report/Accounts.  
2. Providing strategic valuation advice to the Acquisition Team on acquisitions and disposals.  
3. Providing 'one off' valuation reports to the Portfolio Team to assist with decision making on values and rents.  
4. Undertaking and assisting with Rent Reviews across the estate, where required.  
5. Undertaking Lease renewals and expiries, where required across the portfolio.  
6. Maintaining accurate records of any valuations undertaken and updating when required.  
7. Reviewing and advising the Head of Portfolio on any legislative/regulatory changes that might impact the Society's property business and property strategy.

**Skills, Competencies & Experience**

**Essential Qualifications & Experience**

Minimum 5 years post qualified  
Member of RICS  
Experience of undertaking annual valuation process for year end accounts.

**Desirable Qualifications & Experience**

RICS Registered Valuer  
Experience of rent reviews and lease renewals.  
Experience of working for/with a retail business.

**Technical & Soft Skills**

Team work.  
Values focussed.  
Excellent communication skills.  
Sound record making and approach to due diligence.  
Flexible nature and ability to prioritise work, based on business needs.

**Performance Expectations**

Success in this role includes:

The key deliverable is the successful completion of the annual valuation report process for Year End.  
Secondary would be to see a 20% reduction in the number of outstanding rent reviews and lease expiries.

**Salary Range**

* **Minimum Salary:** £27,000 (PTE £67.5K FTE)
* **Maximum Salary:** £28,000 PTE (£70K FTE)

**Systems & Tools Used**

Propman  
Argus (Valuation System)

**Collaboration & Dependencies**

The role will report into the Head of Portfolio but with a strong link into the Head of Acquisitions.  
There will also be a very close working relationship with the Building Services and Finance Teams.