

Senior Transaction Surveyor

Job Description

Introduction

As a Senior Transaction Surveyor you will be responsible for the successful delivery of our new store acquisition programme, as well as maintaining a substantial development pipeline of viable new food stores and other retail branches.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in its vision to be the East of England's most valued organisation.

Principle Accountabilities

1. To undertake the whole life cycle of property and business acquisitions and disposals
2. Prepare relevant property reports and Board Papers in a concise and timely manner and in an easily understandable way.
3. To achieve best value from assets/business sales, property asset management, re-letting or refurbishment.
4. To assist in the management and asset management of the investment and trading portfolio.
5. Effective management of external consultants and internal services provided by colleagues.

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

Skills & Behaviours

Below lists the skills and behaviours required to complete the role of Senior Transaction Surveyor at the East of England Co-op:

- Place our co-op's vision and mission at the centre of your decision making.
- Leading by example, demonstrating the integrity reflective of Our Co-op's values.
- Experience of negotiating with developers, agreement for leases, and occupational specifications.
- Ability to effectively communicate at all levels – both verbally and in writing.
- In depth knowledge of the East of England commercial property market.
- Experience in acquiring and disposing of property and business assets.
- An adaptable, enthusiastic, committed team player with a good sense of humour.
- Ability to collaborate cross functionally and to make decisions that are right for the business.
- Good IT skills – Word, Excel and PowerPoint.

Desirable Skills

- Full UK Driving Licence
- Experience within a Co-operative environment or similar.
- Retail knowledge and experience.
- Network of local and national connections that will bring benefit to your work.

Senior Transaction Surveyor

Job Description

Operational Parameters

Play your part in our team succeeding. People are at the heart of what we do and drive the success of our business. Our culture of connecting, creating opportunity and delivering excellence shape how we think, how we do things and how we help our people fulfil their potential.

We embrace diversity and actively seek to attract individuals with unique backgrounds and perspectives. We break down barriers and encourage collaboration, enabling innovation and rapid development of solutions that make a difference. Our workplace generates an enriching and rewarding experience for our people, members, and customers alike. Our vision is to build an inclusive culture in which everyone feels valued.

We know that real personal growth cannot be achieved by simply climbing a career ladder – which is why we encourage and enable a wealth of avenues and interesting opportunities for everyone to broaden and deepen their skills and expertise.

We are committed to supporting emotional, physical, financial, and societal wellbeing and adopt a flexible approach to working hours and location. This provides team members with the greatest opportunity to work in the way that fits them best individually and also allows the team to recognise and work with fluctuating workloads.

We also make reasonable accommodations for applicants and employees with disabilities. If an accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please make your recruiter aware, we want to ensure you perform at your best.

Values

At Our Co-op, we live by a set of four values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.



Promote collaboration in day-to-day duties – we work as one team.



Demonstrate ongoing commitment to personal learning and development.



Demonstrate value and integrity reflective of Our Co-op's values and principles.



Be resilient and tenacious.

Senior Transaction Surveyor

Job Description

Disclaimer

Some roles within our co-op may require licence checks (e.g. DBS, drivers, other security checks) – you'll be advised if this is the case for your particular role.

This is a hybrid-working position which will require you to balance time in our office and working from home, the arrangements of which will be discussed at Interview.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.