

**Valuations Surveyor**

Job Description

**The purpose of your role in Our Co-op**

As a Valuations Surveyor, you will 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.

You’ll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

**The Team you are joining**

Within our co-op, the Property Team takes on a crucial role of overseeing our substantial Property Portfolio, which includes our Investment and Retail Trading Estate. Our core functions encompass property management and development of the investment property portfolio, which contributes significantly to the business through income generation and capital growth. Additionally, we manage the Society's retail/trading estate, facilitating strategic expansion into new areas. The team also includes the Sustainability Team to focus on reduce energy usage, carbon emissions and waste.

**Things you need to know**

This is a hybrid-working position which will require you to adhere to our hybrid working policy and procedures.

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.

**The skills we are looking for**

* Communication​
* Teamwork​
* Adaptability​
* Technical proficiency ​
* Customer focused
* Leadership​
* Interpersonal skills​
* Data interpretation​
* Project management​
* Critical thinking​
* Budgeting/financial awareness

**Your reporting lines**

**Location**

Wherstead Park, Ipswich, Suffolk, IP9 2BJ

**Department**

Central Office, Property - Portfolio

**Reports to**

Head of Portfolio, Christopher Bull





**Management Surveyor**

Job Description

**What you will be working on at Our Co-op**

1. **1. Valuations**

* Undertaking Year End Valuations for Annual Report/Accounts.
* Providing strategic valuation advice to the Acquisition Team on acquisitions and disposals.
* Providing 'one off' valuation reports to the Portfolio Team to assist with decision making on values and rents.

**2. Lease Events**

* Undertaking and assisting with Rent Reviews across the estate, where required.
* Undertaking Lease renewals and expiries, where required across the portfolio.

**3. Records & Data Management**

* Maintaining accurate records of any valuations undertaken and updating when required.

**4. Legislative & Regulatory Advice**

* Reviewing and advising the Head of Portfolio on any legislative/regulatory changes that might impact the Society's property business and property strategy.

**5. Strategic Support**

* Supporting the Portfolio and Acquisition Teams with property-related decision making and strategy.

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.

**Our Values**

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



To find out more about our values, visit **www.eastofengland.coop/careers/our-values**

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