

Role profile

Job title:	Graduate Asset Realisation Surveyor
Grade:	B
Discipline:	Estates and Asset Management

Role purpose:

The Graduate Asset Realisation Surveyor will make a significant contribution towards the delivery of the Asset Realisation and wider Estate Management services to meet prescribed targets, in accordance with all relevant policies, standards and legislation.

Accountabilities:

- 1) Assist with the programme of disposals, projects, schemes and day -to-day operations for a specific portfolio of commercial properties
- 2) Assist the Asset Realisation team in delivering the capital receipts target by disposing of surplus estate property by private treaty, tender or auction .
- 3) Observe and comply with the quality management system and ensure that work commitments are undertaken on time, to budget, to target fee and to the satisfaction of the client.
- 4) Take an active part in NPS Graduate development initiatives such as events, forums and developmental workshops.
- 5) Assist in identifying new business opportunities.
- 6) Preparation and presentation of reports to colleagues and clients.
- 7) Support the provision of property advice to existing clients.
- 8) Fee earning at 90% and contribute to the achievement of business plan objectives and targets.
- 9) Carry out duties appropriate to the grade of the post, including occasional travel to other offices and sites as required .
- 10) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 11) Demonstrate personal commitment to the Norse Way CSR strategy.

Qualifications:

- 1) Bachelor's Degree or equivalent in an Estates or Property related discipline – Essential
- 2) Professional membership of the Royal Institute of Chartered Surveyors or be working or prepared to work towards – Essential
- 3) Holds a current site card or is prepared to immediately attain – Essential

Skills and knowledge:

- 1) Experience in a similar or related role – Desirable
- 2) Proficient in the use of Microsoft Office Suite – Essential
- 3) Familiar with relevant construction, health and safety legislation and the risks and hazards associated with asbestos – Desirable
- 4) Knowledge of property legislation, commercial and general property management and disposals - Desirable

Competencies:


Improving for excellence	Level 1	Commercial focus	Level 1
Drive for results	Level 1	Customer focus	Level 2
Effective decision making	Level 1	Managing positive relationships	Level 1

General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

Creation date: 26 th October 2016		
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This role profile has been reviewed and validated by the Group Director – Human Resources.