

# Job Description – Valuation Surveyor

**Issued to:**

**Reporting to:**

**Date:**

<p><b>Job Title:</b> Valuation Surveyor</p>
<p><b>Location:</b> No.1 Aire Street, Leeds LS1 4PR</p>
<p><b>Overall Objective:</b> Principally being a valuation role, the successful candidate will be involved in servicing existing property valuation work and generating new business leads. They will provide a full range of valuation surveying services for both commercial and residential property types together with land for a range of purposes to include, but not limited to, secured lending, taxation, pension funds and accounting.</p>
<p><b>Key Responsibilities and Duties:</b></p> <ul style="list-style-type: none"><li>• Valuation of residential properties, including portfolios</li><li>• Valuation of commercial properties including portfolios to include those within the alternatives sector</li><li>• Valuation of land (residential/commercial/mixed-use) to include the provision of development appraisals where applicable</li><li>• Acquisition surveys for commercial and residential properties</li><li>• Take accurate measurements of sites and properties in accordance with the RICS Code of Measuring Practice</li><li>• Record file notes in a format acceptable to PII insurers and corporate customers including photographs of the subject property, floor plans and other matters as necessary</li><li>• Value properties by applying expert knowledge and awareness of the local property markets</li><li>• Independent preparation of detailed valuation reports for purposes such as secured lending, taxation, pension funds and accounting</li><li>• Ability to delegate work where appropriate and to provide professional support including APC guidance to more junior team members</li><li>• Preparation of valuation reports within agreed timescales and in compliance with client SLA's</li><li>• Diligently handle all instructions and to maintain comprehensive records for all work undertaken</li><li>• Undertake peer reviews of valuation reports prepared by other members of the team</li><li>• Supported and encouraged to cultivate own sustainable pipeline of work and income stream</li><li>• Represent the team at internal and external meetings and events</li></ul>

- Comply with the RICS membership regulations in so far as they apply to the role
- Meet our legal requirements under Anti-money Laundering regulations and Know Your Customer records

**Key Skills:**

- Proficient in key Microsoft software applications to include Outlook, Word, Excel and Teams
- Good local geographical and market knowledge and familiarity with the planning systems
- Good research skills and due diligence interrogation
- Strong written and verbal communication skills
- Accurate and detailed report writing
- Be flexible, adaptable and customer focussed

**Other Skills:**

- Good communication skills with the ability to compose and explain complex issues concisely to different audiences
- Good interpersonal, dictation and verbal communication skills
- Ability to work and to keep calm under pressure
- Good organisational skills
- Motivated and productive attitude
- Ability to prioritise and undertake a range of tasks with a positive, flexible attitude and willingness to learn
- Strong numeracy skills
- Having confidence in your own judgement
- Strong team player with the ability to quickly build internal and external relationships and credibility
- High level of attention to detail including the ability to review the work of others in the team
- Strong numerical and analytical skills
- Confident and personable
- Highly motivated and organised with the ability to manage own workload
- Achieve and maintain a high level of customer service and promote exceptional customer care standards at all times
- Undertaking any other duties relevant to the position as required

**Compliance:**

Be aware of and understand the company's compliance policies and procedures and ensure full adherence with those relevant to the role:

- Transparency, commission disclosure and conflicts of interest
- Treating Customers Fairly (TCF)
- General conduct of business and our regulators
- Adhering to RICS regulatory requirements
- Complaints
- Training and Competence

Ensure all relevant business activities fully comply with professional standards, regulatory requirements and company procedures. Use checklists and support documentation as provided by the company to assist with demonstrating compliance.

Conduct learning, training and assessment exercises in accordance with the individual Training & Competence (T&C) programme applicable to you. Identify further areas for own development as required.

Ensure compliance with all other applicable legislation including, but not limited to, The Bribery Act 2010, The Data Protection Act 2018 and so on. Also, to ensure that all company practices and procedures are followed and adhered to as they may apply from time to time.

**Security:**

Ensure full adherence to the company's Data Security Policy.

Assume personal responsibility for personal data (client and employee) controlled and managed to ensure it is securely held and properly utilised in accordance with the principles of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Report any potential breaches, including weaknesses in current systems, to a Director.

**Qualifications:**

- MRICS/FRICS qualified and RICS Registered Valuer status essential
- Full UK driving license

**This job description may be reviewed and subsequently amended to better reflect any changes in the role.**