



CLINTON DEVON ESTATES

Job Specification

Job Title: Graduate Surveyor (Rural Practice)

Location: Rolle Estate Office
Bicton Arena
East Budleigh
Budleigh
EX9 7BL

Start date: Summer 2021

Reports to: Estate Surveyor (East Devon) and in the absence the Head of Property & Land

1.0 Purpose of the job

The purpose of the job is to provide assistance and support to the Property and Land team in the day to day management of the Clinton Devon Estates (located across East and North Devon) in support of the Estate Surveyors and Heads of Department in the running and of in hand operations (farming, forestry, fisheries, game keeping) and the let estate (agricultural, residential, commercial and amenity properties) together with development projects.

2.0 Experience and Qualifications

The job will require a person who has undertaken a formal qualification in Land Management to degree level that is accredited by the Royal Institute of Chartered Surveyors. This will allow the person to undertake professional training whilst in post with a view to qualification as a Member of the Royal Institute of Chartered Surveyors.

The post holder will be working towards their APC and help will be given to ensure experience can be gained elsewhere for those competencies for which the Estate cannot provide.

A knowledge of agriculture, rural issues and the countryside would also be desirable, as well as some previous office experience.

A good working knowledge of IT is essential and familiarity with and understanding of the Microsoft Office package. Good keyboard skills and experience in mapping systems is required, although training will be given on the Estate system.

A full driving licence and access to a car to be used for business purposes is essential.

3.0 Personal Characteristics

The following characteristics are essential:

- Good interpersonal skills and an ability to communicate effectively, both orally and in writing, with colleagues.
- The ability to work in an organised and methodical fashion, with high level of attention to detail.
- The ability to manage time effectively, prioritising tasks to ensure that deadlines are met.
- A willingness to be part of a team and to interact with other professional staff.

The following characteristics are desirable:

- The ability to learn new skills and working methods and be adaptable to change.
- Self-motivation.
- The ability to accept responsibility and, within parameters defined by the immediate supervisor, work on their own initiative.
- A proactive approach to work and a willingness to become involved in departmental policy and strategy by putting forward ideas.

4.0 Main Responsibilities

The Graduate Surveyor will be responsible for the following duties:

- **Landlord and Tenant:** Assisting with general enquiries from staff and tenants of the estate and undertaking rent reviews and new lettings at the request of the Property and Land Team; Liaising with the Building Supervisor and contactors to the building department over general repairs, property renovation and timing of works; Carrying out photographic and written records of condition; assisting with the calculation of insurance valuations.
- **Residential / Commercial Lettings:** Under the supervision and instruction of the Property and Land Team to assist with the re-letting of residential/commercial property on the estate, to include maintaining records of enquiries, inspecting properties to let and reporting on general repairs and maintenance requirements, preparation of letting particulars, advertising, arranging and attending viewings, selecting tenants for final interview with the Estate Surveyors, assisting in production of tenancy agreements, maps and records of condition.
- **Environmental Schemes:** Working with the Estate Surveyor to assist in the management of new and existing schemes. Occasionally giving assistance to tenant farmers with their Environmental Schemes where appropriate. The Graduate Surveyor will also be involved in the development of new Environmental Agreements for the in-hand farms for the new ELMS.
- **Property Management System:** Under the supervision of the Property and Land Team to update the and develop the Estate's Property Management System, which is the vehicle used for collecting rents and recording repairs, expenditure etc.

- Insurance Recharges: Under the supervision of the Property and Land and Finance Teams, to assist in the measuring of properties and the subsequent calculation of premiums and annual recharges for individual properties.
- Digital Mapping: To assist the Property and Land Team in the preparation of digital maps for tenancy agreements, land sale or purchases and land registration.
- Projects/Events: Responsibility for assisting in the management of occasional events which vary from annual showcasing event for local councillors to equestrian events.
- Agricultural: To undertake schedule of conditions of tenanted holdings (land and buildings) together with updating muniments packets to accurately identify and record Tenant's fixtures and Tenant's improvements.
- Paddocks and Allotments: To be responsible for the estate paddocks and allotments portfolio.

In addition to these duties, the job holder maybe required to carry out any other duties that may be required in connection with the role .

5.0 Other Stipulations

Hours of work – Normal office hours are 9.00am until 5.00pm with a one hour break for lunch, Monday to Friday. However, in order to complete work, working before or after these hours and at weekends will be necessary from time to time.

It is also essential that the person is familiar with the statutory and compliance issues that are dealt with in the Employees' Handbook, including, inter alia, Health and Safety, the RICS rules of Conduct and other relevant legislation.

6.0 The Post

This is a new post and the Graduate Surveyor will work alongside three qualified surveyors (Rural and General Practice/ Commercial) plus other team members . Help and assistance will be given with APC study and training ,with the opportunity to gain experience elsewhere for those competencies which the estate cannot provide. It is envisaged early responsibility will be given and following the successful completion of the APC , responsibilities will be reviewed enabling the newly qualified surveyor to gain more experience for a few years before seeking a more senior role in the profession.