



## TRUSTEES OF THE CHATSWORTH SETTLEMENT

### JOB DESCRIPTION

**Job Title:** Graduate Estate Surveyor

**Reporting to:** Deputy Estates Manager

### STORY MAP OF ROLE:

<https://storymaps.arcgis.com/stories/f6cb0b6b885c4d69aa4a193ca9743e0b>

### Main purpose of the job:

To work under the supervision of and as part of the Land Agency team in the day to day management of the Derbyshire Estates in support of the Estates Director, Estates Manager, Deputy Estates Manager and Heads of Departments in the running of in hand operations (farming, forestry, fisheries and game keeping) and the let estate (agricultural, residential, commercial and amenity properties).

### Main duties and 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; Liaising with the Building Contracts Manager and their team in the building department over general repairs, property renovation and timing of works; Carrying out records of condition; with the delivery of the MEES across the residential and commercial property portfolio.
- **Residential & Commercial Lettings:** To work alongside our Lettings Agent in the re-letting of properties on the estate, to include inspecting properties prior to re-letting and reporting on general repairs/maintenance requirements and in the production of tenancy agreements, maps and records of condition.
- **Agricultural estate and land management:** Assist in the management of the let agricultural estate to include rent reviews and re-letting. Work with the team in developing landscape scale land management projects on in hand land and encourage tenants in this respect. Assist

in the ongoing delivery of capital works under Stewardship Schemes and look to develop new schemes and opportunities.

- Chatsworth Fishery: to help the Deputy Estates Manager with the general management of the Chatsworth Fishery to include liaison with the River Keeper and part time help, budgetary responsibility, compliance with Health and Safety matters, correspondence with members, management of fishery rules, membership details, statutory licences and organisation of the Annual Fishermen's social evening.
- Heritage Management Plan. To assist in ensuring compliance with the Estate's Heritage Management Plan which affects Chatsworth Park, Estate villages and the surrounding land.
- Property Management System: Update and develop the Estate's Property Management System, which is the vehicle used for collecting rents and recording repairs, expenditure etc. Use the Property Management System to report to the wider business and in monitoring KPIs.
- Making more space for nature: Assist in the delivery of the Devonshire Group's "Making more space for nature" project across the whole property portfolio.
- Contractor management: manage a variety of projects including survey work to include all health and safety matters, necessary consultations or planning applications.
- Insurance Recharges: To assist in the measuring of properties to be insured and the subsequent calculation of premiums and annual recharges for individual properties. Deal with Insurance enquiries.
- Digital Mapping: To assist with the preparation of digital maps for tenancy agreements, land sales or purchases and land registration.
- Projects/Events: Responsibility for assisting in the management of occasional internal events and permitting of external events taking place on the estate.

This is a description of your duties and responsibilities at the present time, however, this is not an exhaustive list and other duties may be required in line with the current and future needs of the business.

**Person specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	BSc in Rural Estate Management or similar.	
<b>Experience</b>	Work experience in estate management or rural practice surveying.	
<b>Skills and qualities</b>	Flexible, adaptable and accurate in your work.	
	Excellent written and verbal communication skills.	
	Ability to work well within a team environment and have a can-do attitude.	
	Be comfortable meeting people on-site – colleagues, clients, tenants and other stakeholders.	
	Have excellent attention to detail, organisational and prioritisation skills.	
	Excellent analytical skills.	
	Great IT skills with good working knowledge of MS Excel and Word packages. Experience of GIS systems and estate management software.	
	Technical knowledge of appropriate legislation governing property management.	
	Technical knowledge of planning and development.	
	Professional and ethical business approach.	
	Demonstrate an ability to work within the DG core values.	
<b>Other</b>	Hold a current driving licence and access to own vehicle for regular travel across the Estates.	