

Valuation Surveyor for Professional Services Team Dobson-Grey Job Description

Hours: Full time / Part time / flexible hours

Location: Stratford-upon Avon / Birmingham

Salary: £35,000 to £56,000 subject to experience

Dobson Grey is an ISO 9001 certified multi disciplinary firm of RICS regulated chartered surveyors, town planners, health and safety and fire consultants based in the Midlands, working UK wide.

Our Mission Statement is to provide our clients with Care, Commitment and Consistency of Exceptional Service.

Our focus is to build a team of outstanding and driven people who work closely as a team, to provide the best consultancy services in the Midlands and the UK. We strive to provide dedicated and exemplary professional advice.

About the Role:

We are seeking a Registered Valuer with 5+ years PQE to join our Professional Services Team.

Your caseload will be on behalf of solicitors, private investment funds and private clients. The work will include standard valuation work, expert witness and lease and property management consultancy.

You will be a **fee earner** with the duty to generate income and to also support business development with and for other members of the team.

Responsibilities will include but are not limited to:

- Support within the professional services team providing valuation and consultancy advice.
- Your particular focus will be in the delivery of professional work and supporting the Managing Director from time to time with preacquisition due diligence and strategic property advice, supporting funds, developers and private clients.
- Provide property strategy, valuation reports and advice.
- Maintaining and adding to the comparable database to ensure data is current and accurate.
- Co-ordinating and recruitment of junior staff when the necessity arises in order to support the growth of the Professional Team.
- Preparation of development viability assessments.
- Supporting in a variety of professional areas including lease advisory work.
- Engagement of key and specialist professionals for clients.
- Assist and help to deliver improved procedures and business performance
- Engage in any other reasonable activity as requested by the Management Team.
- Undertake ongoing learning and CPD at 20+ hours.
- From time to time, support fellow Directors with attendance at Project Team meetings and site visits.

Key Skills and Experience:

- Registered Valuer
- MRICS with a minimum of 5 years post qualified experience.
- Commercial and loan security valuation experience.
- Develop and maintain a strong client base.
- To follow the membership and firm regulations of the RICS and ethical standards.

"Care Commitment and Consistency of Exceptional Service"

- Support efforts for continual improvement and ensure reporting format is in accordance with RICS standards particularly RICS Red Book compliance.
- Day to day duties include inspections in accordance with internal and external guidance, thorough due diligence, source and analysis of suitable comparable evidence, being fully engaged and aware of market activity, and preparing valuation reports for clients for a variety of purposes.
- Be competent with use of Argus developer and excel/google sheets. Be competent in financial accounts analysis.
- Be able to work collaboratively and effectively with a wide variety of consultants and service providers
- Have good landlord and tenant law understanding
- Proven fee track record
- Ensuring a steady pipeline supply of fee income.

Key Skills

- **Initiative** You will support/coordinate and be responsible for applying for and winning tenders for new opportunities for the Professional Services Team.
- **Programme Experience** Ensure the efficient and timely flow of information from consultants through to clients and ensure clear direction for Client Design teams and internal teams.
- **Can do!** You will be able to work collaboratively and efficiently with colleagues within your team. Demonstrate a "can do" attitude and flexible approach to work and managing colleagues.
- **Want to learn** - Engage in opportunities presented to improve personal professional development and highlight where gaps in knowledge need to be filled. Actively maintain a CPD diary.
- **Want to make a difference** - Suggest and contribute to improved work practices and make a difference to our aspiration to grow the firm from strength to strength.

Interview process:

- Step 1:** Initial online/in person interview with Managing Director
- Step 2:** In person interview with Managing Director and Director
- Step 3:** Technical skills interview
- Step 4:** DISC assessment

If appropriate - Junior members of the Dobson Grey Team who may be managed by you may be involved in the interview process. This is to give you a 360 degree view of the business and who you will be working with. Not only senior leaders but also other members whom you may work with. The Team needs to be the right fit for you too!

All applications are dealt with confidentially and sensitivity. Team interviews are only through collaboration and agreement with the candidate.

Please apply in writing by sending a copy of your CV and covering letter to Justine Holt at jholt@dobson-grey.co.uk.