

## Dobson-Grey Job Description

### Apprentice Surveyor

The purpose of the role is to provide effective and enthusiastic support to the Dobson-Grey consultants and trainers at all levels, including management. You will be supported and work closely with the Project Coordinator and Office Manager.

The role is very varied and would suit someone who is a multi tasker and works well as part of a Team. You will enjoy collaborating with others. You will have attention to detail. You will have good communication and I.T skills. Experience in the property and/or construction industry is essential.

**Location:** Stratford upon Avon

<b>Position:</b>	Apprentice Surveyor
<b>Office:</b>	1 Alscot Studios, Alscot Park, Atherstone on Stour, Stratford-upon-Avon, CV37 8BL
<b>Reporting to:</b>	Apprenticeship Support: Keri Dobson, Managing Director and Harry Bennett, Apprentice Surveyor. Day to day task management: Justine Holt and/or Lauren Overbosch Your ultimate line manager will be Keri Dobson, Managing Director.
<b>Hours:</b>	9am – 5pm Monday-Thursday 9am – 4pm Friday  Dress - Smart / Casual
<b>Salary:</b>	Subject to experience
<b>Holiday:</b>	25 days per annum for full time posts plus statutory holidays

### Who is Dobson-Grey?

Dobson-Grey are a niche chartered surveying firm providing land and development and risk management consultancy to clients from public, voluntary and private sectors.

As a practice, we are regulated by the Royal Institute of Chartered Surveyors (RICS) and governed by their Rules of Conduct to provide our clients with professional advice with integrity, clarity and competency.

Commitment, care and consistency of exceptional customer service are at the core of our service.

As the successful Apprentice Surveyor, you will have recently completed A levels, at least 3No. Grade C or above. If successful, you will be invited to join an accredited University of the Built Environment in Reading surveying apprentice course after 6 months of successful work experience with the company. You will have the ambition to work towards your APC and actively work towards your chartership within the Royal Institution of Chartered Surveyors (MRICS).

The Apprentice Surveyor is to assist and support all sides of the business in the short term with a view experiencing a wide variety of skills and specialisms. You will have regular reviews with a Senior Surveyor and the Managing Director in terms of progress. They will support you with selection of the most appropriate Apprenticeship course that fits with your strengths and sector interest, along with the needs of the business.

This is a step toward the Graduate Surveyor position (dependent upon entry level) within the company. As a Graduate Surveyor you will be supported with your Assessment of Professional competence.

In summary the role will include:

- Identifying land and development opportunities across the Greater Midlands area for disposal and acquisition
- Management of the development process for acquisition and disposal through to completion.
- Valuation (RICS Red Book Valuations including Home Surveys and condition surveys), Commercial agency and landlord and developer consultancy
- Providing research support for Expert Witness submissions.
- Planning submissions and strategic land reviews
- Growing your knowledge of local and national planning law and guidance
- Develop contract and lease knowledge and understanding, along with relevant case law and legal planning documents.
- Develop your negotiation skills
- You will work with the health and safety team to support your APC and competency in this area and in particular in the area of Construction Safety.

## **Land & Development Associated Tasks**

- The role will include working closely with the Project Coordinator who currently provides support in terms of legal title checks, online mapping, preparation with marketing brochures and database.
- Maintaining the property requirements database, contacting relevant agents and operators to ensure that details of all requirements are accurate and up to date.
- Maintaining the site availability database, contacting relevant agents and operators to ensure that details of all available sites are accurate and up to date.
- Maintaining the internal comparable information database, contacting relevant agents and operators to obtain accurate comparable information.
- Assisting with online mapping tools to provide location and site maps and site area measuring (training will be provided if necessary).
- Provide office based support when the Director is out of the office for site searches with Land Registry/Searchflow and Promap.
- Maintaining RICS documents library.
- Assist with compilation of property brochures.
- Conducting viewings of available properties. Pro-actively marketing properties through telephone calls and emails.
- Issuing plans/documents to clients.
- Assisting in surveying of properties under the supervision of senior surveyors and consultants.
- Making telephone contact with agents to support the comparable analysis and/or availability of land/development opportunities.
- Undertaking site finding duties, which will include exploring the Local Plan of an area. Travelling to specific destinations to identify possible land opportunities.
- Undertaking research into build costs for projects through Dobson-Grey contacts.
- Undertaking research into sales, rental and capital values through property databases, agents via email and telephone calls and Dobson-Grey databases.
- Site inspections in accordance with RICS guidance.
- Valuation work (under supervision) knowledge of Argus Appraisal system of assistance.
- Assist with planning submissions.

## **Health and Safety Associated Tasks**

- Provide research assistance and due diligence for the Health and Safety Team.

- Assist Consultants in the compilation and issue of Documents, enquiries, chasing and logging and filing F10 forms and associated H&S documentation with HSE.
- Assist in the support with Accreditation Bodies, such as Constructionline, CHAS and SMAS.
- Prepare delegate packs for training courses.
- Issue training certificates and maintain records of training.
- Support the consultants with completing the CDM documentation, including Pre-Construction Information, Construction Phase Plans and Health and Safety Files, as well as communication with contractors in relation to the relevant information needed for these documents.
- Update the current file lists for Health & Safety Consultancies and CDM projects.
- Digital file setup for incoming projects and tenders.
- Ensure that information from Local Authority Planning Portal is reviewed and saved into the digital file.
- Ensure the data on suppliers and consultants used is collected.
- Booking accommodation for the consultants.

### **General Administration Responsibilities:**

- Support with the day to day surveying duties and from time to time assist in compliance & facilities management & CDM Co-ordination. Training will be provided where necessary.
- Updating and amending the central contact database with new contacts.
- Photocopying, scanning, files and documents when requested.
- Closing files by checking that files adhere to the quality assurance checklist. Print off closure forms and put files away in storage.
- Covering incoming calls in a professional manner.
- Reporting any faults with IT equipment to Darren Grey in the first instance as soon as practicable.
- Report writing.
- Ensuring that any email requests are dealt with quickly and efficiently.
- Regular research into property law, planning law, valuation, development, project management and RICS guidance notes and practice statement updates & standards.
- Attending CPD events. Proactively engaging in further learning. Sharing ideas and learning.
- Support smooth running of the office.
- Provide customer care and support.

### **Any other duties, which may from time to time be reasonably requested.**

### **To apply for this role you must be:**

- Committed to complete the Apprenticeship training and subsequent APC and become a MRICS Chartered Surveyor
- Confident, commercially astute
- Ability to work accurately under pressure
- Team player
- Hold a clean and valid driving licence