



JOB DESCRIPTION

Job Title: Assistant Estate Surveyor

Post Reference No: PR01

Reports to: Head of Property

Grade/Salary: From £30,000 per annum dependent on skills, knowledge and qualifications.

Hours: 35 hours per week – Monday – Friday – 9:00am – 5:00pm

Status: **Permanent**

An exciting opportunity has arisen for an Assistant Estate Surveyor within our Property department. The role would suit someone who is keen to learn about and take responsibility for a variety of work as the department deals with all areas of the estate's diverse business interests including, commercial property, farming, forestry, planning and development, property maintenance, festivals and filming.

The successful candidate will be a graduate of Real Estate, Rural Land Management or a similar RICS approved degree and will preferably have two years' experience in the field post-graduation. They will be personable, a self-starter and able to work well both independently and in a team. They will have excellent IT and mapping skills combined with meticulous attention to detail.

Main Tasks and Duties:

- Estate Management – Landlord & Tenant, lettings, rent reviews, repairing obligations, events and activities licences, insurance, budgets, management systems including terrier and mapping
- Rural Consultancy – farm lease renewals and rent reviews (FBT & AHA), alterations and improvements, forestry and woodland management, grazing licences.
- Land and Property Management – carrying out due diligence to identify, mitigate and manage the legal, reputational and financial aspects of estate property including compliance, covenants, land encroachments rights of way management.
- Planning & Development – conversions, refurbishments and diversification schemes.
- Management of Utilities Providers - wayleaves and easements for water, electricity, telecoms

Duties Expected of All Staff:

- To undertake such development as is agreed to be necessary for the performance of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near

misses which may affect staff, customers and visitors.

This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the Estate operates. Other duties may be required within the general scope of the post.

Person Specification:

	Essential	Desirable
<u>Qualifications</u>	<ul style="list-style-type: none"> • Bachelor's or Master's degree in Rural Land Management or equivalent. • Full clean UK driving licence. 	
<u>Experience and Knowledge</u>	<ul style="list-style-type: none"> • Two years' experience as a Graduate or Assistant Surveyor. • Proficient knowledge of MS Word, Excel, GIS Mapping and Terrier/Property Management systems. • Knowledge of project management principles and their application. 	<ul style="list-style-type: none"> • Knowledge of estate management in the rural environment.
<u>Skills and Abilities</u>	<ul style="list-style-type: none"> • Excellent accuracy with a keen eye for detail. • Able to clearly communicate complex estate management issues to internal and external audiences both verbally and in writing. • Exceptional organisational skills, thriving in high-pressure environments and consistently meeting deadlines. • Able to make pragmatic and practical decisions and negotiate where necessary. 	
<u>Personal Qualities</u>	<ul style="list-style-type: none"> • Highly motivated with an enthusiastic 'can do' attitude, and a willingness to learn. • A team player, reliable and friendly with professional integrity, able to build strong relationships. 	

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Competencies Required of All Staff:

- Excellent interpersonal and communication skills when dealing with colleagues, visitors and external bodies at all levels.
- A positive, ‘can-do’ attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
- Ability to problem solve
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider Estate as required.
- Ability to contribute to achieving cultural change.
- Active commitment to equal opportunities

Terms and Conditions:

- The Contract of Employment will be based on the provisions of the Lulworth Estate A Fund.
- The salary for this post will be from £30,000 per annum dependent on qualifications, skills and experience.
- Working Hours will be 35 hours per week Monday to Friday – 9:00am – 5:00pm.
- The annual leave entitlement will be 28 working days to be taken during the period 1 January to 31 December inclusive of public holidays or Christmas closure days.
- The appointment is subject to the satisfactory completion of a 3-month Probationary Period with reviews after 1, 2 and 3 months.
- The notice period will be dependent on contract type.
- Membership of the Peoples Pension Scheme is available.
- The appointment is subject to the Estate receiving satisfactory references.
- *The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.*

Applications

Applicants for this position must send their CV with a covering letter to recruitment@lulworth.com.

We are not accepting CVs at this stage from Recruitment Agencies

The Closing Date for Applications:

Proposed Interview Date:

We reserve the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

Please add recruitment@lulworth.com to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.

You will be asked to provide evidence of all the qualifications listed on your application form at interview.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the Lulworth website under the recruitment page or you can request a copy by emailing recruitment@lulworth.com.

Following receipt of completed application forms, if you have not heard from us within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).

Statement by appointed person:

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of Assistant Estate Surveyor **at the Lulworth Estate**.

Signed:

Print Name (Block capitals):

Date: