

## NHS PROPERTY SERVICES LTD

### Job Description

<b>Job title:</b>	Graduate Surveyor
<b>Type of role:</b>	2-year fixed term contract
<b>Base:</b>	99 Gresham Street London
<b>Responsible to:</b>	Head of Investment/Graduate programme manager Senior Transaction Manager/Graduate Programme Manager Line managers on rotation
<b>Directorate:</b>	Asset Management

### Job Summary

NHS Property Services are looking for a graduate surveyor who will join the company on a two year fixed contract.

The successful candidate will join the asset management team and will spend time working with each of the main business functions. Your **primary** role will be to support asset management colleagues deliver key Company objectives and targets.

Working with our different business functions including; **Property Management, Purchase and Sale, Strategic Real Estate, Corporate Real Estate, Landlord & Tenant, Leasing & Letting, Planning Development, Evaluation and Analytics.**

The graduate will be required to enrol onto the RICS Assessment of Professional competence and will rotate 6 monthly through different functions of Asset management.

Graduates will be provided full APC support with each assigned to a supervisor and counsellor

Quarterly sign off meetings and 6 monthly supervisor counsellor reviews

Organised CPD Events, mock interviews and Case Study support

Graduates will develop over the two year programme and will increase their mandatory, core and technical skills required for the APC final assessment

**Main purpose / scope of the role**

- Graduates will be required to comply with the company's graduate programme and will attend regular CPD events.
- Contribute to establishing strategy and wider policy initiatives that support the effective management of the estate and related assets. Providing strategic advice within NHS PS and to core clients.
- To work with customers on space rationalisation and consolidation.
- To Manage Landlord and Tenant property transactions rent reviews tenancy, lease renewals, tenancy agreements licenses.
- To work within property management, inspecting properties, attending tenant meetings, advising on property portfolios, identifying opportunities for maximising investment performance.
- Undertaking property inspections, obtaining quotes and instructing contractors to undertake the necessary work.
- Ensuring lease compliance and overseeing applications to assign, requests to sub-let or undertake alterations.
- Advising and liaising with clients and solicitors regarding forthcoming rent reviews and lease expiry.
- Undertaking inspections and measurement of property in accordance with the RICS Code of Measuring Practice/IPMS
- Proactively managing properties to ensure both Landlord and Tenant satisfaction and retention.
- Service charge budgets, expenditure, reconciliations
- To update, manage and interrogate lease data on Horizon
- To provide support to NHS Property Services ongoing Disposals programme, to manage and deliver the auction programme,
- To assist in bringing sites forward for disposal using different methods of sale and demonstrating adding value. To work with senior managers to provide advice around site acquisitions.
- Managing a range of legal agreements including Sale Contracts, leases, TR1, Agreements for lease. Dealing with transfers, split sites, overage recovery, deeds of covenant, S106, viability, affordable housing, release of restrictions & letters of consent.
- Weekly reporting and monitoring on progress contributing to the capital receipts and housing unit target.
- To liaise with the planning department on de-risking sites prior to disposal, carrying out inspections, measurements and valuations using RICS guidance documents, Providing internal reports for the company.
- To work within the lease events team, reviewing leases, monitoring key dates for trigger events using core skills to negotiate on new leases and providing advice to clients around these.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	RICS Accredited Degree, Estate Management or equivalent	
<b>Knowledge</b>	Able to demonstrate knowledge of Landlord and Tenant legislation, current relevant topics. To understand the premises Directions and all RICS Compliance	
<b>Experience</b>	Previous experience or work experience in a private/public sector role	Experience of working in large companies on portfolios Knowledge of the NHS Organisation
<b>Skills</b>	Good time management skills and ability to meet deadlines Ability to prioritise workload Strong negotiation skills Good communication skills Strong presentation skills	
<b>Personal qualities/abilities</b>	Team Player Motivated Dedicated Good interpersonal skills Ability to develop relationships	

<b>Other requirements as applicable</b>	Flexibly adaptable and able to travel within England if required	
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