

Valuation Surveyor

Valuation Department – Enfield / St Albans

Full time

Main Responsibilities

To work within the Valuation department advising external clients, senior colleagues and, when appropriate, the Partners in relation to all valuation matters.

Advise, seek out and deliver commercial valuations instructions for Kirkby Diamond, and your own professional network.

Provide assistance to other departments as and when the need arises.

Location

We are flexible in terms of working location between our St Albans office at 6 Victoria Street, AL1 3JB and/or our Enfield office at 96 Silver Street, EN1 3TW. However, you will be expected to travel to our other offices (Milton Keynes, Bedford, and Luton) as the need arises. The role will involve inspection of properties and providing valuation advice to clients in South Hertfordshire and North London.

Sector

Valuation: reports to Partner or Head of Department as applicable.

Main purpose of job

To provide Valuation advice, seek out new opportunities and support the other departments within Kirkby Diamond.

When / where appropriate undertake valuation instructions for existing Kirkby Diamond clients and with wider support to increase your professional network to generate your own work stream.

Provide assistance to other departments as and when the need arises.

Main Responsibilities

Qualifications and /or experience needed

- A Member of the Royal Institution of Chartered Surveyors and a RICS Registered Valuer.
- Be MRICS qualified with a minimum of three years' post qualified experience.
- Experienced in providing valuation advice to private clients.
- Experienced in providing loan security advice to a variety of banking clients.
- Commercial valuation experience in retail, office and industrial properties is essential.
- Experience in Leasehold Reform valuations not essential but preferred.
- To represent the practice as a valuer and always promote its best interests.
- To develop and maintain a strong client base specifically in valuation matters, but also generally.
- To support the development of junior colleagues within the firm.
- To provide assistance to others within the valuation department. To take instructions and guidance from all qualified members of the valuation team, senior colleagues or the Partners when applicable.
- Provide assistance to other departments as and when the need arises.
- To comply with the RICS membership regulations in so far as they apply to you as a valuer.
- To diligently handle all instructions and to maintain comprehensive records for all work undertaken.
- To encourage CPD activities to meet the RICS requirement
- To carry out / assist with day-to-day duties including:
 - To undertake inspections in line with RICS requirements
 - Undertake due diligence on valuation cases
 - Source and analyse suitable comparable evidence
 - To be aware of market activity and values in the markets we operate in
 - Prepare valuation reports for private clients on a variety of purposes.
 - Prepare valuation reports for banking clients
 - To monitor the market place in respect of information technology / systems / software which may be of benefit to the practice and to advise accordingly.

Key Skills and Experience

General Responsibilities and activities

Undertaking work as directed in a diligent and responsible manner. Valuers are responsible both individually as well as collectively in developing and sustaining workload through regular departmental marketing activities.

Contact inside The Practice

Partners, Associates, Senior Surveyors and Support Staff on a day-to-day basis – contact face to face, by telephone, email or in writing.

Contact outside The Practice

To contact clients regularly either face to face, by telephone, email or letter.

Private clients including solicitors accountants etc. and their staff. Banking clients including local relationship managers – regularly to make contact either face to face, email, telephone or in writing by letter.

Other Points

This is a challenging position requiring the successful candidate to be diligent with the tasks they are required to undertake. There is also further opportunity to increase Kirkby Diamond presence in the local markets the role will cover, which can be a rewarding proposition for a motivated individual.

The successful candidate will be expected to conduct themselves at all times in accordance with the RICS professional and ethical standards.