

General Practice Surveyor (title to depend on experience)

Valuation & Lease Advisory Department

Overview

To work within the Lease Advisory and Valuation departments of Kirkby Diamond advising clients, senior colleagues and, when appropriate, the Partners in relation to all valuation and lease advisory matters.

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

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

Location

96 Silver Street | Enfield | EN1 3TW

However, you will be expected to travel to our other offices 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 and Lease Advisory

Reports to Partner or Head of Department of each division as applicable.

Main purpose of job

To provide quality valuation and landlord and tenant advice, seek out new opportunities and support the other departments within Kirkby Diamond.

When / where appropriate undertake valuation/lease advisory 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.

Qualifications & Experience

Qualifications and /or experience needed

- Be MRICS qualified and an RICS Registered Valuer with a minimum of three years post qualified experience.
- Experienced in providing valuation advice to both private and institutional clients.
- Experienced in providing loan security advice to a variety of banking clients.
- Commercial valuation experience on retail, office and industrial properties is essential.
- Experienced in undertaking lease advisory instructions, for both landlords and tenants, on all commercial property types with a firm understanding of the surrounding legislation.
- Experience in Leasehold Reform valuations not essential but preferred.
- To represent the practice 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 and Lease Advisory departments when the need arises. To take instructions and guidance from all qualified members of the valuation and lease advisory team, senior colleagues or the Partners when applicable.
- Provide assistance to other departments when required..
- To comply with the RICS membership regulations in so far as they apply to you in the capacity as a valuer / chartered surveyor
- 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 the carrying out of day-to-day duties including:
 - To undertake inspections in line with RICS requirements
 - Undertake required due diligence on all instructions.
 - Source, analyse and document 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 marketplace in respect of information technology / systems / software which may be of benefit to the practice and to advise accordingly

Responsibilities

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 – 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.

For valuation work, 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.

For lease advisory instructions, clients include private individuals, commercial occupiers, property companies and institutional funds.

Other Points

This is a challenging position requiring the person 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 to a motivated individual.

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