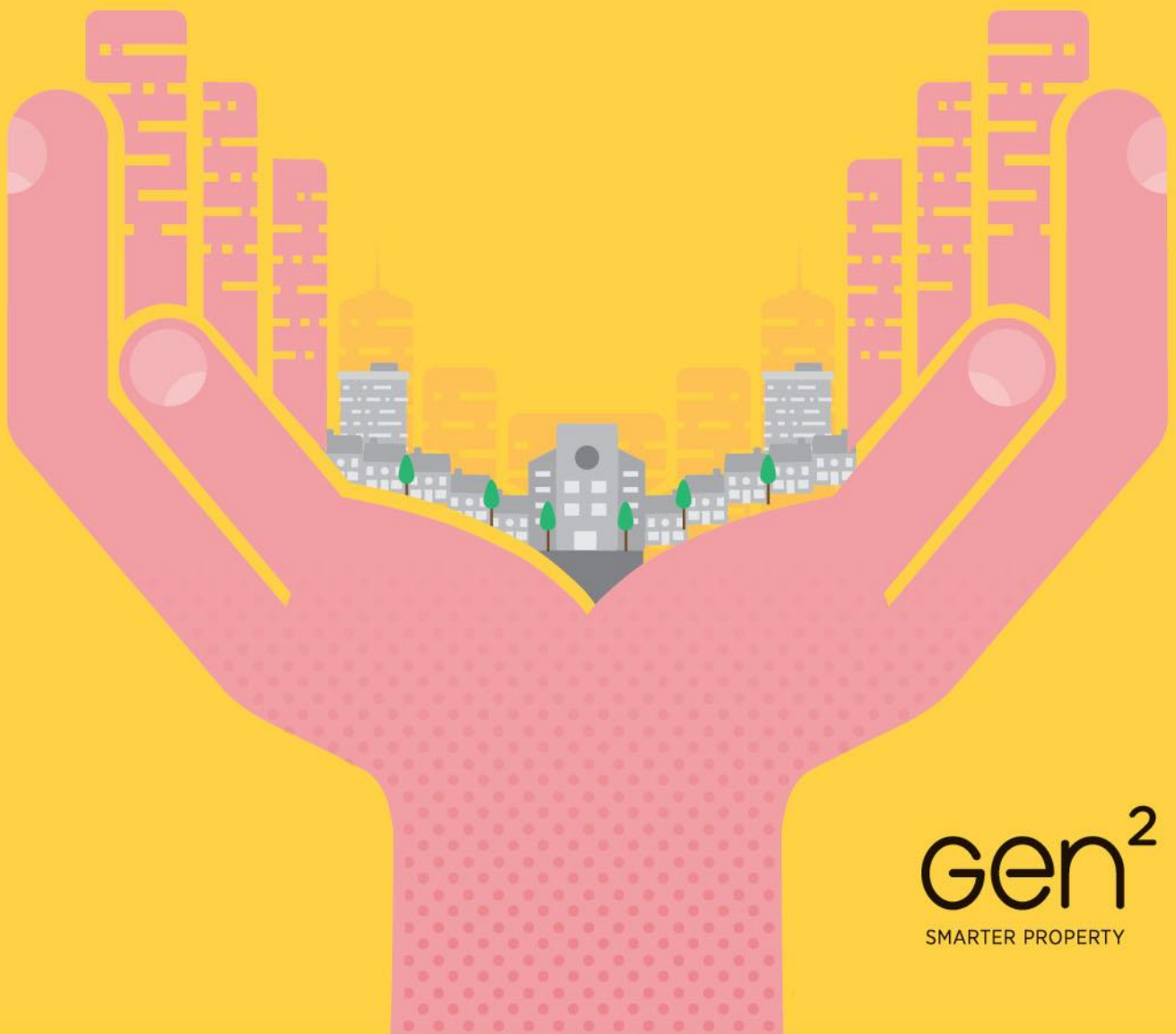


# Business Graduate – Trainee Surveyor

**INFORMATION, JOB DESCRIPTION &  
PERSONAL SPECIFICATION**



**Gen<sup>2</sup>**  
SMARTER PROPERTY

# Business Graduate – Trainee Surveyor

## Information, job description and personal specification

The purpose of this document is a guide to provide you with details of our company; what you can expect when you work with us; our requirements of the role; and skills and competencies that we will be looking for in a potential employee.

### Who we are

Gen<sup>2</sup> are trusted public sector property experts.

We're transforming the provision of property services in the management of public buildings and spaces for current and future generations through our inside knowledge of the sector.

Gen<sup>2</sup> have been through a period of significant transition and is now focused on increasing its presence across the public and third sector.

Gen<sup>2</sup> are driving innovative new changes to support the need to deliver services differently. We are keen to work with an exceptional individual who has the energy, drive and ambition to help us do things differently.

Someone who shares our commitment to improving public services and who is able bring skill and commercial awareness to ensure we deliver value for money and maximise clients' assets.

### Our Vision

Our vision is to be the trusted property services advisor of choice to public sector clients in London and the South East. We understand our client's needs and objectives and our work supports the delivery of social and financial value. We do this by delivering excellent standards of service, in a commercially aware but ethical manner.

## Business Graduate – Trainee Surveyor

Based at Maidstone, Kent

## Flexible working practices

The post holder will experience a range of proficiencies and will be trained and mentored to become a Chartered Surveyor in one of the disciplines.

1. To work across the key areas of Project Management; Estates; Facilities Management; and Commercial teams to understand and document key processes within the organisation. This role will be an integral part to the service delivery of projects across all disciplines.
2. To be able to assist in the delivery of mini projects within the teams and on behalf of the Senior Management Team as a whole;
3. To assist with all administrative and operational duties related to the various projects. To prepare reports in the required timeframe necessary to obtain approval through governance processes as required. Ability to communicate project reports to stakeholder groups as required, promoting clear and effective communication and ensuring high quality outcomes are delivered;
4. To research and coordinate new opportunities and projects;
5. To represent the company and its clients in various communications and in the production of new literature, ensuring all necessary documentation and records are completed in a timely manner. When necessary, lead any escalation processes in the best interests of the company and its clients.

6. To communicate in a confident and professional manner that is in line with established policies practices and priorities of the company and its clients and maintains and enhances its credibility.
7. Assisting in the review and application of all relevant internal strategies, policies and best practice; and be cognisant of the wider national initiatives and legislative requirements. Take responsibility for sharing and encouraging positive changes and best practice across the wider team.

*This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.*

## PERSONAL SPECIFICATION

The following personal specification outlines what we are looking for in an applicant. Applicants should describe in their application how they meet these criteria.

Applicants who have a disability and who meet the criteria will be shortlisted.

QUALIFICATIONS	Educated to degree level
EXPERIENCE	<p>Essential</p> <ul style="list-style-type: none"> <li>○ Experience of working in an office environment supporting a variety of functions;</li> <li>○ Minimum of 6 months experience in a similar role or industry.</li> </ul>
SKILLS & ABILITIES	<ul style="list-style-type: none"> <li>○ Excellent interpersonal skills, both oral and written</li> <li>○ Excellent communicator at a variety of levels with a range of stakeholders</li> <li>○ Able to work on own initiative, taking responsibility for actions and decisions surrounding area of accountability</li> <li>○ Ability to work to tight deadlines and deliver best value results on behalf of client, challenging where appropriate</li> <li>○ Demonstrate sound decision making delivering positive yet sensitive outcomes, knowing when to escalate</li> <li>○ Excellent organisational ability, demonstrating sound project and financial management</li> <li>○ Able to use a range of Microsoft or similar packages to an advanced level.</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>○ Experience of managing a range of project types in a commercial environment.</li> </ul>

VALUES & BEHAVIOURS	PROFESSIONAL
	Employees are expected to maintain the highest professional and ethical standards.
	COMMERCIAL
	Employees should provide optimum financial outcomes for our clients.
	COLLABORATIVE
	Employees work with clients to achieve success.
	INNOVATIVE
	Employees deliver smarter property solutions.