



## ROLE PROFILE

<b>Role Title:</b>	<b>Apprentice Estates Surveyor</b>
<b>Rank/Grade:</b>	<b>A5</b>
<b>Job Family:</b>	<b>Business Support</b>
<b>Reporting to:</b>	<b>Estates Surveyor</b>
<b>Main purpose of the role:</b>	To assist the Estates Surveyor in providing an estate management service to Hertfordshire Constabulary and Bedfordshire Police. Contribute to the implementation and development of the Forces estate strategies. To contribute to achieving the Force vision, purpose and values.

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>To support the Estates Surveyor in providing an estates management service to the Constabulary.</li> <li>Undertake high level professional valuation work in the acquisition and disposal of the Forces property to meet the requirements of the Estates Strategy.</li> <li>To assist in providing valuation information of property portfolio for certified account s/insurance for the Constabulary's annual report in line with the Royal Institution of Chartered Surveyors 'Red Book' guidelines.</li> <li>To liaise with Local/County/Councillors on planning issues affecting new development including the negotiation of Section 106/Community Infrastructure Levy (CIL) contributions.</li> <li>Assist in development of property briefs (space requirements/geographical area etc.) with client dept.</li> <li>Brief/Commission consultants to undertake feasibility studies/major sales on behalf of the Constabulary.</li> <li>Develop partnerships with local Councils/other bodies to obtain the benefits of sharing accommodation and/or reducing costs.</li> <li>To review Non Domestic Rates Assessments and where applicable lodge appeals and progress through to conclusion.</li> <li>Achieve best value for money in connection with acquisitions, disposals and leases.</li> <li>Keep up to date with continuous development standards (CPD) of the Royal Institution of Chartered Surveyors.</li> </ul>	

<b>Financial e.g. Limits/Mandates</b>	<b>Non-Financial e.g. Staff Responsibility</b>
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Line management responsibility for staff and/or officers</li> </ul>

<b>Agile Working</b>	To be confirmed
<b>Psychological Assessment</b>	To be confirmed
<b>Return on Investment</b>	To be confirmed

<b>Entry Requirements</b>
<p>The key elements of the apprenticeship are:</p> <ul style="list-style-type: none"> <li>BSc (Hons) degree (RICS accredited)</li> <li>Assessment of Professional Competence (APC) leading to RICS chartered membership and the MRICS professional qualification.</li> </ul>

<b>Any other General Requirements/Scope</b>
<ul style="list-style-type: none"> <li>This role requires the post holder to have a valid UK driving licence as they will need to travel to different locations.</li> <li>If using a private vehicle then business insurance needs to be organised by the individual.</li> <li>The post holder will occasionally be required to work additional hours</li> <li>Vetting is required, as advised by the Vetting Unit.</li> <li>The post holder will be expected to undertake training as and when required.</li> <li>The post holder will be expected to comply with health and safety requirements.</li> </ul>



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- Following appropriate training, to take on the role of Evacuation Marshal if no volunteers come forward in the post holders work location.

### Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

### Personal Qualities (Behavioural Competencies)

#### We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

#### We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

#### We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

#### We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

#### We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

#### We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.