

**POSITION: Residential Valuation Surveyor**

Caxtons a well established, successful and forward thinking company, is currently seeking an articulate and intelligent valuation surveyor to be based at their Gravesend office and join the Professional Department.

The successful candidate for this role must be a Chartered Surveyor (MRICS / FRICS) and an RICS Registered Valuer, and be able to show they have extensive survey and valuation knowledge within the residential sector.

Our ideal candidate will be analytical and perceptive with excellent oral and written communication and interpersonal skills, and have the ability to work in a professional, courteous and respectful manner. They will need to be able to work without supervision, but will be team oriented and show flexibility, commitment and be commercially aware.

Candidates must hold a clean, full UK driving licence and be able to provide their own or have every day access to a vehicle (with business insurance) for this role.

A solid working knowledge of Quest Xit2, Microsoft Office packages including Word, Outlook and Excel is essential. The ethos of the Company is to provide a thorough and professional service and therefore the role is not target driven and pressurised in the same way as many of our competitors.

**The Role** – To act on behalf of Caxtons, Allied Surveyors and their clients undertaking a variety of residential survey and valuation work to the highest standard and adhering to current legislation and best practice.

**MAIN DUTIES**

**Valuation/Surveys**

- Preparing accurate property valuations and providing condition assessments for a wide range of residential property types, principally for secured lending purposes, by applying expert knowledge and awareness of building defects and the local property market
- Undertaking accurate and thorough inspections/surveys buildings
- Preparing reports (in some cases detailed reports) on residential property for purposes such as mortgage valuations, building surveys, homebuyers reports and expert witness cases
- Using online databases and applications for receiving instructions, submitting reports and obtaining information relevant to survey and valuation work, such as comparable evidence
- Recording full and detailed inspection notes on file and ensuring files are maintained in accordance with our internal procedures

**Legislation**

- Up-to-date knowledge of :
- Red Book RICS Valuation maintaining professional standards and complying with its mandatory rules, best practice guidance and related commentary for undertaking asset valuations.
- Current RICS legislation
- Current relevant legislation
- Code of Measuring Practice
- Health and Safety regulations and requirements
- House in Multiple Occupation legislation
- Client specific requirements and standards as published in their terms of engagement

**General**

- Office Administration
- Use and understanding of Quest, Valuation Exchange and other online sites used by clients for issuing instructions and uploading reports
- Using digital dictation and digital measuring devices

***Caxtons is an Equal Opportunities Employer** - The Company's aim is to ensure that all of its employees and job applicants are treated equally irrespective of disability, race, colour, religion, nationality, ethnic origin, age, sex, sexual orientation or marital status. The Company shall appoint, train, develop and promote on the basis of merit and ability.*

- Good communication skills
- Taking responsibility for own caseload,
- Contributing towards the team's fee, billing and profit targets
- Liaising with clients and supporting the team to develop the client portfolio when necessary
- Supporting the team profile in the market and developing internal and external networks for business opportunities, identifying areas for cross-selling where appropriate
- Be a Member or Fellow of the RICS and an RICS registered valuer
- Build and maintain good relationships between Caxtons and its clients, whilst actively promoting the company by meeting and developing relationships with new and potential clients

## MISCELLANEOUS

<b>Business Mileage:</b>	45p per mile
<b>Benenden</b>	Benenden health care is free after one year's service although you can self fund for the first year.
<b>Car Parking:</b>	Paid car parking is included in this role at a local car park.
<b>Cash Plan:</b>	Medicash - Money back on glasses, dental care, complimentary therapies, physiotherapy, osteopath and counselling free after one years' service although you can self fund for the first year.
<b>Childcare vouchers:</b>	Voucher scheme through Faircare on 0800 652 4745 or visit their website at <a href="http://www.faircare.co.uk">www.faircare.co.uk</a> .
<b>Employee Assistance Program:</b>	The Company funds the EAP through Health Assured and covers all staff. This offers free access to a 24 hour helpline with experts covering counselling, family matters, legal, financial, insurance claims, consumer issues, childcare issues, work and housing issues.
<b>Holidays:</b>	Our holiday year runs from 1 <sup>st</sup> July to 30 <sup>th</sup> June each year. Holiday allowance subject to package.
<b>Learning and Development Programme</b>	There is a Learning and Development Programme in place and it is designed to help you settle into your new role and ensure that appropriate training is given. This programme includes a series of one to one meetings with your line manager and department director.
<b>Long Service Award:</b>	After ten years an additional day's holiday rising after 15 years to two additional days and then rising after 20 years' service to three additional days per annum.
<b>Pension:</b>	The Company has a pension scheme in place with Aviva.
<b>Sports &amp; Social Committee:</b>	Various subsidised events including restaurant visits, a ball, trips to local attractions as well as a fully funded Christmas dinner. Sporting events include cricket challenges against other companies and the occasional 5 a side football match. Charity fund raising events take place such as a bake off, raffles, soup kitchen, dress down days and cycle challenges.
<b>Subscription</b>	Payment of all relevant professional membership fees upon agreement with your director.