



Person Specification			
Post title	Graduate Estates Surveyor	Grade / Salary	G / H - £29,777 - £33,945 per annum

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Willingness to support colleagues and senior colleagues in undertaking their duties	CV/I
S2	Knowledge of commercial / industrial property and land within Merseyside	CV/I
S3	Knowledge of commercial property law, valuation techniques, tenure and all aspects of estate management	CV/I
S4	Willingness to undertake structured learning and training relevant to the role and the RICS Assessment of Professional Competence	CV/I
S5	Good time management skills and flexible approach to working hours having regard to the requirements of the role	CV/I
S6	Ability to plan and organise work and to work to time deadlines	CV/I
S7	Good IT skills including Microsoft Excel, Word, Outlook and PowerPoint	CV/I
S8	Ability to use databases to input and manage information	CV/I
S9	Ability to work to fluctuating workloads	CV/I
S10	Flexible approach to team working in order to achieve priorities	CV/I
S11	Good skills in managing and ordering information and communication with others	CV/I
S12	Good ability to produce reports	CV/I
S13	A commitment to equal opportunities	CV/I
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I

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Communication		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	CV/I
Qualifications		
Q1	A degree related to property leading to RICS qualification of successful completion of APC	CV / A / I / C
Q2	UK driving licence or taking professional instruction to pass UK driving test to gain UK driving licence or equivalent mobility	CV / A / I / C

A = Application form **CV** = Curriculum Vitae **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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