



## **Apprentice BSc Real Estate**

**This apprenticeship is suitable for anyone who does not have a degree.**

**Duration 57 weeks**

**If you have a degree of any discipline you can apply for our Graduate Programme**

As the UK's leading independent commercial property management specialist, Workman has an enviable position within the property industry.

### **About the role**

The apprenticeship will combine on-the-job training such as shadowing surveyors, in house systems training, health & safety including and gaining your IOSH certificate, APC training, and off-the-job training provided by the University College of Estate Management (UCEM).

- As a Property Management Surveyor you will oversee the day to day running and management of a varied portfolio of commercial property ranging from retail, office and industrial.
- You will be responsible for providing landlords and tenants specialist advice on things such as lease obligations, repairs, and maintenance works, whilst overseeing the management of rental and other income owed by the tenant.
- You will be working with the client (landlords) to help enhance the value of their portfolios when required.
- Our clients are principally large institutional firms (pension funds, insurance companies etc.) and property companies.
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### **Some of your duties & responsibilities**

- Arranging and undertaking property inspections.
- Ensuring tenants' compliance with lease obligations in relation to use and maintenance of the property are adhered to.
- Preparation and administration of service charge expenditure.
- Ensuring compliance with legislation including Health and Safety and other regulations.
- Dealing with tenant applications for consent to assign, sublet and alter.
- Provide support and assistance to clients in connection with value enhancement opportunities including rent reviews, lettings, and lease renewal programs.
- Reporting to and working with clients on tenure and physical improvements to properties.



### **What are the attributes and personal qualities we look for in our Property Management Surveyor?**

- Enthusiasm and commitment to both client and tenant requirements
- Attention to detail, problem-solving and time management skills
- Excellent interpersonal skills, teamwork and relationship building
- Readiness to take responsibility, act on your own initiative and remain calm under pressure
- Enjoy working in different environments as you will be out on site as well as in the office

### **Pre-requisites**

- For standard entry applicants, must have obtained 96 UCAS tariff points (2017 Tariff) or 230 UCAS tariff points (2016 Tariff) or have an equivalent level of attainment through recognised qualifications not included in the UCAS Tariff
- OR
- Have completed an Advanced Apprenticeship in Surveying or an Advanced Apprenticeship in Construction Technical through which a Construction and Built Environment Diploma with a minimum DD profile was obtained or through which a Construction and Built Environment Extended Diploma with a minimum MMM profile was obtained, or an equivalent qualification
- OR
- Have a current RICS Associate qualification (AssocRICS) And, have GCSE Grade C or above in English and Mathematics (Grade 4 for applicants holding newly reformed GCSEs in England) or an equivalent Level 2 qualification in English and Mathematics as defined by the Regulated Qualifications Framework (RQF) in England.

### **Some of your benefits**

- Flexible benefits package: including gym membership, child-care, bike to work...
- Discretionary annual staff bonus
- Healthcare & life cover plans
- Long service additional holidays, option to buy and sell holiday plus your birthday off
- Access to employee savings website and discount deals
- Staff events throughout the year
- Option for Hybrid working
- 1 day off per week to study

Upon successful completion you will receive BSc (Hons) Real Estate and the structured workplace learning you will undertake the RICS Assessment of Professional Competence leading to registration with the RICS as a Chartered Surveyor (Commercial Real Estate).



**Only applicants with a supporting cover letter will be considered**

Salary increasing every 6 months upon successful review.

*This job description does not form part of your contract of employment and the duties may be amended from time to time.*

*We are an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.*

*Workman LLP /FM will use your personal data to evaluate and respond to your application. This may result in us processing personal data which is classified as “special” under data protection legislation. Where this is the case, our basis for processing special category personal data is that it is in the public interest for us to ensure meaningful equal opportunity and diversity monitoring and reporting. For more information on how Workman LLP/FM uses personal data and your rights in respect of your data, please visit the **Fair Processing Notice** on our website [www.workman.co.uk](http://www.workman.co.uk)*