



Scone Estates Estate Surveyor

Scone Estates is a 400-year-old family business situated in the heart of rural Perthshire. Committed to protecting and enhancing the natural, cultural, and economic environment, we are a forward-thinking diversified rural business comprising Farming, Forestry, Fishing, Property and Tourism enterprises. At the centre of the Estate is historic Scone Palace and Gardens, a 5-star rated heritage attraction that welcomes visitors for Palace tours and garden visits.

We are seeking a surveyor to provide Estate Management services across a range of rural property portfolios including residential, commercial, farming, forestry and sporting enterprises.

This role would suit a recently qualified surveyor looking to gain experience in rural estate management. Working to the Senior Estate Surveyor, the successful applicant will support the day-to-day management of the Property & Game Department. The ideal candidate will be MRICS qualified. RICS Registered Valuer status or membership of CAAV is desirable but not essential.

Key aspects of the role include:

- Effective day to day management of resources across the Property & Game Department
- The negotiation of leases, licences and agreements ensuring the most economic return on property lettings
- Undertaking lease renewals, rent reviews and valuations
- Developing a programme of maintenance and improvement works
- Effective management of land holdings
- Building and maintaining good relationships with the rural community

Applicants must have current knowledge of the Scottish property system, legislation and policy. Strong IT skills and an understanding of health & safety are also essential for the role. You will be a team player with a personable approach to building and maintaining stakeholder relationships.

If you feel that you have the technical skills and experience to take on this position visit <https://scone-palace.co.uk/work-with-us> for a detailed job description and application form.

Applications to: anne@scone-palace.co.uk

Job Description for Estate Surveyor, Scone Estates

Job Title:	Estate Surveyor	Responsible to:	Senior Estate Surveyor
Main purpose of job:	Working as a member of the management team to provide Estate Management services across a range of rural property portfolios including residential, commercial, farming, forestry and sporting enterprises.		
Responsible for the following Staff: Maintenance Team, Sporting Team (Gamekeeping & River Ghillies). Supporting and developing the team to sustain performance.			
Main responsibilities include:			
<ul style="list-style-type: none"> - Ensuring the efficient running of the Property & Game department through effective day to day management of resources - The negotiation of leases, licences, agreements and other rights over land and buildings, and ensuring the most economic return on property lettings - Undertaking lease renewals, rent reviews and valuations (preferably Red Book) of commercial, agricultural and residential premises and assets - Developing a programme of maintenance and improvement works through use of in-house Maintenance support and external Approved Contractors - Advising on property and sporting matters as required and liaising with outside bodies, authorities and agencies as necessary, including annual reporting (eg Game returns) - Day to day management of departmental budgets, adhering to internal finance processes - Effective management of land holdings; ensuring that terms and conditions for lettings are complied with - Establishing and managing a digital mapping system for the Estate, whether in-house or through use of third-party mapping providers - Liaising with landowners, tenants, contractors and working closely with other departments within the business - Taking an active role in the development and implementation of efficient 'best practice' internal systems and processes, optimising IT and other resources - Ensuring insurance information is kept up to date through regular communication with the Estate broker - General administrative work relating to the property and sporting portfolio - Building and maintaining good relationships with tenants and the rural community - Staying well informed on all issues affecting the countryside; keeping up to date with new regulations that are likely to affect land use - Working with sustainability, environmental and wildlife issues in mind at all times - Adhering to current Health & Safety legislation and best practice; taking care of yourself and others at all times - Fulfilling CPD requirements relevant to professional qualification to maintain currency of knowledge - Carrying out any other reasonable duties as instructed by the CEO or Mansfield Family 			

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive.

Person Specification for Estate Surveyor, Scone Estates

FACTOR	ESSENTIAL (E) Or DESIRABLE (D)
<p>QUALIFICATIONS</p> <p>RICS qualified</p> <p>RICS Registered Valuer</p> <p>CAAV qualified</p> <p>Residential Lettings Qualification (Propertymark / Letwell / NALS or equivalent)</p> <p>Full and clean UK driving licence</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p>
<p>EXPERIENCE AND KNOWLEDGE</p> <p>Demonstrable practical experience of working in a similar role</p> <p>A good understanding of the Scottish property system, legislation and policy</p> <p>An understanding of finance and budgets along with a willingness to embrace new systems</p> <p>Up to date knowledge of the latest Health & Safety developments</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>SKILLS AND ABILITIES</p> <p>Influencing and negotiating skills; the ability to reconcile conflicting interests with tact and diplomacy whilst maintaining a commercial outlook</p> <p>Strong IT skills – flexibility across a number of software packages, with a good, working knowledge of Microsoft Office suite</p> <p>Ability to plan and manage priorities and respond to issues quickly and effectively; a problem-solver</p> <p>Strong attention to detail, being able to analyse and simplify detailed information, identifying and recording key elements</p> <p>Strong communication skills with the ability to build relationships with colleagues, tenants and contractors and other key stakeholders</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>PERSONAL QUALITIES</p> <p>Strong team player with a positive, proactive and flexible attitude, working collaboratively and consulting with others</p> <p>The ability to maintain the highest professional and ethical standards</p> <p>Self-starter who relishes challenges and strives for the best</p> <p>Confident, helpful and polite with professional manner and appearance</p> <p>Act as an ambassador and represent Scone Estates in a positive light</p> <p>A willingness to undertake any training required for the role</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>