



## **Graduate Rural Surveyor H&H Land & Estates**

**Job Title: Graduate Rural Surveyor - H&H Land & Estates**

**Reporting to: Associate Director, H&H Land & Estates**

### **Overall Job Purpose:**

To assist the professional staff of H&H Land & Estates with all aspects of property related matters; the purchase, sale and lettings of primarily (but not exclusively) rural properties throughout the north of England; and to promote and expand the company's client base.

### **Job Description**

#### *Primary Accountabilities*

1. To liaise with and provide assistance to the professional staff of H&H Land & Estates including the following:
  - To assist with the management of Rural Estates, Land and Residential Property portfolios.
  - To attend with the professional staff as required on site visits
  - To produce maps and documentation as required
  - To provide information as required to relevant authorised external bodies.
  - To assist with professional valuations on behalf of clients, banks, legal representatives as required
  - To assist the professional staff with all aspects of the purchase, sale, leasing and development of rural properties on behalf of clients
  - To provide a professional service as required by a wide and diverse client base, including all aspects of valuation, disposal, planning and development of rural properties.
  - To act in the role of rural property surveyor, including dealing with compensation claims, subsidies for landlord & tenant and financial viability matters.
  - To act on behalf of clients in respect of all payment schemes including but not exclusively stewardship, basic payment and agri-environmental.
  - To liaise with printers, photographers, media, legal representatives, local authorities as required on behalf of clients
  - To assist with farm business management
  - To provide advice on rural planning matters, diversification schemes, development and strategic planning
  - To manage designated accounts, including the negotiation of rents, valuations, the monitoring of payment status, liaison with appointed contractors and the retention of appropriate documentation.
  
2. To support and advise all clients in relation to both procedures and operations as required either face-to-face, by telephone, e-mail or letter.



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3. To provide information as required to the directors of the company and the group regarding numbers of clients and income received for use in financial reports, budgets and website maintenance.
4. To monitor any industry compliance or environmental issues with relevance for the company and to advise colleagues or seek further advice accordingly.
5. To continue with personal professional development including study, external training and examinations as required in order to achieve the required recognised professional qualification.
6. To improve the public perception of the company by representation at professional society events or farmers' group meetings as required and by face-to-face negotiations with clients.
7. To assist with or delegate any administrative requirements in relation to the company.

**Secondary Accountabilities**

1. To have an awareness of Health and Safety issues with relevance for the company and to advise colleagues or seek further advice accordingly.
2. Other ad-hoc duties that the employer determines fall within the job-holders capabilities.