

Job Title	Trainee Estates Surveyor
Reports To	Senior Estates Surveyor
Grade	3
Purpose	<p>To provide support dealing with a range of land and property related matters.</p> <p>The role is to provide support to the Estates Team in relation to the agreement of easements and land acquisitions, the management of WWU's leasehold portfolio and payment of rents, provide advice and support in response to general land, property and easement related enquiries, deal with requests for new gas mains and apparatus for connections, diversions and for network development and maintenance activities as well as disposals and lettings.</p>
Key Accountabilities	<ul style="list-style-type: none"> • Support the team in providing a land and easement acquisition service for new gas mains, connections, diversions, mains replacement and reinforcement projects and other work to maintain the gas network, taking on your own cases. • Assist in managing land and property instructions issued to external land agents for the acquisition of land rights and associated matters. • Maintain accurate and up to date records of property ownership, easements, leases, and other land rights. • Respond to both internal and external enquiries regarding easement records for existing pipelines, land ownership and leases and land rights. • Support the team in advising on land and property matters, routing of pipelines, statutory and other rights, the Gas Act, NRSWA and WWU's policies and procedures. • Maintain the Gas Governor and Pipeline Agreement schedule to ensure accurate and up to date information is maintained for existing and new agreements. • Assist with the agreement of compound licences with landowners, liaise with FLMs regarding requirements and draft licence agreements. • Assist in the preparation of plans for easements, land transfers, leases and licences.
Technical Know-How & Skills	<ul style="list-style-type: none"> • A high level of competence in IT skills and record keeping. • Experience with mapping systems such as ESRI GIS desirable. • Ability to manage a varied and demanding workload responding to a high volume of incoming enquiries from internal and external sources. • An understanding of the legal principles applicable to easements and land rights. • Ability to manage with minimal supervision a varied workload to demanding timescales. • Good communication skills to ensure effective passage of instructions and advice between operational personnel and external service providers. • A degree in real estate/property/land or similar subject would be an advantage. • Experience in a similar role, with a desire to work towards a suitable qualification (RICS/CAAV) would be an advantage.