

Valuation Team Leader

Curtis Banks are looking to recruit a Valuation Team Leader to help establish and manage a new business within the Curtis Banks Group, the UK's largest dedicated SIPP administrator, providing Valuation and Landlord and Tenant services to our existing customer base of approximately 9,000 commercial property owning SIPP clients.

The new business will provide these services on a nationwide, multi-sector basis and this role will be responsible for establishing and managing a team, managing systems and processes compliant with RICS regulations and be a capable of delivering an efficient, high-volume offer.

The position and duties will include, but not limited to:

- To establish an internal valuation and professional services function as part of the new property services business to be provided by the Curtis Banks Group in respect of SIPP and SSAS properties held by the Group, based on the business plan
- To develop the appropriate internal/external controls, terms of engagement, reporting formats and work-flow processes required to deliver a 'volume' service
- Deliver valuation services in conjunction with the remaining team
- Recruit and thereafter provide guidance, advice and mentoring to the remaining team
- Assist in the accreditation and audit process of the RICS
- Constantly challenge, investigate and identify ways of providing a more efficient, cost effective and reliable service to SIPP members
- Manage the proposition effectively in accordance with agreed objectives, terms of business and SLA's
- Develop processes to monitor and measure performance
- Develop processes to monitor and measure customer satisfaction
- Assist in the education, promotion and selling of valuation and professional services to Curtis Banks Group clients, advisors and employees
- Identify, recruit and put in place suitable training and development processes, compliant with RICS regulations, for valuers and other professional staff in accordance with the business plan
- Communicate effectively with all stakeholders, including working with senior management and integrating with other departments
- Maintain and promote the image and culture of the Curtis Banks Group
- Have knowledge of the Curtis Banks products, the fee structure, key features and terms and conditions.
- Ensure compliance with all legal and regulatory requirements and complete all necessary training.
- Proactively identify risks and breaches within the business and escalates concerns to the Head of Property Services Development or wider senior management

This is a full time role but the successful candidate will be required to work flexibly, being home-based, but with frequent travel and liaison with our in-house property management teams in Bristol and Ipswich, as well as site inspections.

The successful candidate will:

- Be RICS qualified and an RICS registered valuer.
- Capable of managing their own instructions but also supervising and mentoring their team.

- Be fully conversant with the provision of red book valuations (whether for lending, acquisition/disposal or pension benefit purposes) but also experienced in negotiating rent reviews and lease renewals.

The role will suit an individual with at least 3 years PQE who wishes to further their career as part of a small leadership team within a client-side business, highly entrepreneurial environment and a rapidly expanding industry.

Duration: Permanent.

Salary: Negotiable dependant on experience.

Person specification: A full Job Description is available on request.

All candidates will be asked to confirm their eligibility to work in the UK at interview stage, and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

How to apply: Please send your CV, along with a brief covering email to – recruit@curtisbanks.co.uk