

Role Profile

Role:	Degree Apprentice Development Surveyor
Directorate:	Financial and Corporate Services
Salary Band:	Apprentice – Level 6
Post reference:	
Job Evaluation Date:	N/A
Role statement of purpose:	To support the Development service on real estate development projects, programmes and development services, specifically on GM Housing Development delivering on Mayoral housing objectives. Working in a team bringing forward a programme of housing development alongside other potential development projects. The role involves exploring development feasibility on residential projects to bring forward the delivery of housing and affordable housing that supports the growth agenda across the Combined Authority. To support on occasions if required, the wider property Estate function.
Reports to:	Development Surveyor / Development Manager

	Key Role Outputs (KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Housing Programme & Development Support	<ul style="list-style-type: none"> • To assist in delivering major regeneration opportunities across GM and to support the Mayoral affordable housing agenda (namely housing and affordable housing growth). • To assist the Development Manager to deliver meaningful development of surplus TfGM land and assets; assist with feasibility assessments for housing development opportunities, including site visits, data gathering, reviewing constraints, and preparation of initial site assessment note • Support Development Managers in appraising surplus land for potential housing and regeneration uses, including helping prepare indicative layouts, helping manage consultant briefs and input into projects, researching planning considerations, and collating baseline

		<p>data</p> <ul style="list-style-type: none"> • Help prepare briefing notes, reports and presentations for internal governance, GMCA boards, and external partners • Help identify opportunities for commercial development and to add value to the estate. • To think creatively and look at innovative ways to increase revenues and enhance the customer experience.
2.	Estates Management Support	<ul style="list-style-type: none"> • Assist in managing TfGM’s operational estate and tenanted units including work on leases, licences, inspections, valuations, and user enquiries to maximise revenue. • Support revenue-enhancement work by gathering and analysing property income data and identifying underperforming assets • Deal with land enquiries and encroachments • Assist in undertaking disposals and acquisitions • Assist with billing and debt recovery.
3.	Stakeholder Engagement & Customer Service	<ul style="list-style-type: none"> • Act as the main point of contact for internal and external enquiries, providing timely and professional responses • To deliver efficient and cost-effective customer service to all stakeholders • Support and provide estates input to cross-functional project teams including Projects, Metrolink and Legal colleagues. • Provide professional advice on property related matters
4.	Professional Development & Learning Requirements	<ul style="list-style-type: none"> • Commit to completing all requirements of the Level 6 Surveyor apprenticeship, including academic study and workplace learning • Participate in mentoring, supervision, and structured training provided by the Estates Team and TfGM learning programmes and build portfolio evidencing competencies in practice. • To undertake training and duties so as to be able to achieve full RICS status • To undertake such additional training as may be required to fulfil the role and comply with corporate requirements
5.	Administrative and Procurement Support	<ul style="list-style-type: none"> • Provide administrative support to the Estates and Development Team including processing invoices, raising and receipting POs, updating procurement trackers, and ensuring compliance

		<p>with TfGM procurement processes.</p> <ul style="list-style-type: none">• Support procurement exercises including preparing documentation, assisting with tender pipelines, and monitoring supplier performance• Maintain accurate property, contract, financial and project records to support audit requirements and internal controls• Provide administrative support in internal and external meeting, helping coordinate and schedule meetings, assist in colleague's diary (meeting calendar) management, meeting note taking to inform actions and next steps in projects.
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Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i>		Key Actions <i>These set out how the COs will be achieved – the activities required.</i>
C1	Ensure you comply with all applicable organisational legislation and policy	<ul style="list-style-type: none"> • TfGM Safety Management System (in particular section SMS 201 Roles and Responsibilities) • Bus Operator contractual management • Dignity at Work policy • Information assurance and security in line with Cabinet Office requirements • Risk management • TfGM policies and procedures • Equality and diversity legislation • TfGM Vision & Values • Act in accordance with TfGM’s behaviours and competencies
C2	Any other reasonable duties as required from time to time	

Key Interdependencies	
Key Contacts	<ul style="list-style-type: none"> • Estates Surveyor • Estates Development Manager • Head of Estates Development • Finance & Corporate Services Director • Procurement Department • Legal Services Department • Property and Regeneration Colleagues of Major Stakeholders including the 10 Districts
Direct reports	N/A
Budgetary responsibility	N/A
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester M1 3BG

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Created By:					
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Person Specification

Degree Apprentice Development Surveyor	
E	Essential Experience:
E1	Excellent verbal and written skills and the ability to draft comprehensive reports
E2	Strong teamworking skills, with the ability to work well with others to deliver projects
E3	Computer literate, especially with Word, Excel and Powerpoint
E4	Geographical knowledge of Greater Manchester and its public transport network
E5	The ability to prioritise work streams to ensure that projects are delivered on time, and manage own workload
E6	Commercially astute and customer focussed
E7	An interest in regeneration and the property industry and desire to develop understanding, particularly the City Centre market
EQ	Essential Qualifications (for the University Course)
EQ1	One of including evidence: <ul style="list-style-type: none"> • A levels, 104 tariff points, or • BTEC MMM, <i>or</i> • related Level 3 Apprenticeship, <i>or</i> • T-Levels Pass overall with C on the core/specialism
EA	Essential Attributes
EA1	A willingness to learn and to be involved in a wide variety of different projects as required
EA2	To work towards completion of degree level apprenticeship and go on to complete the RICS Assessment of Professional Competence to become a member of the RICS
EA3	Ability to understand and analyse information quickly and accurately
EA4	Ability to prioritise under pressure and to meet challenging deadlines
EA5	Excellent attention to detail, meaning that all work is delivered to a high standard
EA6	Flexible and adaptable in approach to work
EA7	Highly self-motivated and organised to complete tasks to high quality and within timescales
EA8	A creative thinker and good at problem solving.
EA9	An interest in or desire to learn about housing and affordable housing developments.
EA10	Interest in sustainability, sustainable developments and low carbon solutions to alleviate environmental impacts.