

Working in the Property Sector

Version 10.15

Contents

Introduction to the Sector	3
Property Management	4
Surveying (Commercial/Residential)	6
Valuation (Land and Property).....	8
Estate Agency	10
Letting Agent	11
Social Housing Management	12
Facilities Management	14
Estate Management	16

Introduction to the Sector

A growing number of graduates are interested in jobs in the property/real estate sector. This leaflet is likely to be of interest to those considering working in the following areas:

- Property Management
- Surveying (commercial/residential)
- Valuation
- Estate Agency
- Letting Agency
- Social Housing Management
- Facilities Management
- Estate/Land Management

Commercial property and housing markets have both been affected by the current climate. After the housing market crash in 2008 the landscape of the sector significantly changed, with less people able to buy property and more people renting. Opportunities in the sector remain, and lettings work has become more prominent.

In each section a selection of websites which may be of interest are listed. However, it is not a fully comprehensive list and not all the sites may include specific career/job information.

- Prospects Sector Briefing - Property & Construction
www.prospects.ac.uk/property_construction_sector.htm
- TARGET jobs - Property
www.targetjobs.co.uk/career-sectors/property
- TARGET jobs - Property e-zine
<http://viewer.zmags.com/publication/b189d2f8#/b189d2f8/1>
- National Federation of property professionals
www.nfopp.co.uk/
- Building Futures Group
www.thebuildingfuturesgroup.com

- For news about the sector in the North West see:
www.placenorthwest.co.uk

Property Management

Working in property management can take many forms. Generally you will be working with a range of clients and will be involved in the management, valuation, buying, selling and development of both land and properties.

For information on the roles available, training and skills:

- Prospects website www.prospects.ac.uk/links/occupations
Job Profiles include Rural Practice Surveyor and Commercial/Residential Surveyor
- National Careers Service website includes job profiles for General Practice Surveyor
<https://nationalcareersservice.direct.gov.uk/advice/planning>
- Chartered Institute of Housing Job Profiles include Property Development, Planning and Surveying
www.cih.org/typicaljobroles

Professional associations/organisations

- The Royal Institution of Chartered Surveyors (RICS) has a North West branch which includes four Local Associations including Bolton, Greater Manchester.
www.rics.org
- The Association of Women in Property also has a North West branch.
www.wipnet.org
- Institute of Residential Property Management has a searchable members list by region.
www.irpm.org.uk

- National Federation of Property Professionals website has searchable directories for agents, auctioneers etc.
www.nfopp.co.uk

Qualifications and training

Graduates of any degree discipline can enter into the sector although a degree in property management or a related area will give you a distinct advantage. Gaining a Postgraduate qualification in areas such as Commercial Property Management, Property Development and Real Estate will also be advantageous.

Many graduates working in the Property Management sector will gain a RICS (Royal Institute of Chartered Surveyors) recognised qualification. For further information see the RICS website www.rics.org including the 'Join' section to find out about how to become RICS qualified and its benefits.

The Planning Portal website has links to a number of professional bodies for the sector where you can find further information on training and entry to the profession.

www.planningportal.gov.uk/general/glossaryandlinks/links/profbodies

Work experience

Pre-entry work experience can be useful and some employers have in the past offered formal vacation placements. Work shadowing can provide useful insights and a better understanding of what is involved in working in the sector. The career profiles on the Prospects website www.prospects.ac.uk/types_of_jobs.htm include brief statements on pre-entry experience and information on typical employers. You will need to research employers - check their websites for opportunities but in some cases you may need to make speculative applications.

General resources including news and vacancy sources

- A Property Career
www.apropertycareer.co.uk

- British Property Federation (BPF) has a newsroom section www.bpf.org.uk
- Careers in Property 2015 - information on professional training and employers produced by the Property Training Forum. http://graduate.savills.co.uk/media/258991/careers_in_property_2015_draft_1_-_final.pdf
- Estates Gazette with information about the commercial property sector available for current students as an electronic journal on the University Library website: www.library.manchester.ac.uk
- Estates Gazette (EG) - property jobs online. www.propertyjobs.co.uk
- Property Week - online weekly magazine with news including regional news and jobs in the sector www.propertyweek.com
- RICS Recruit - website for surveying and property vacancies www.ricsrecruit.com

Surveying (Commercial/Residential)

Chartered Surveying is a globally recognised profession and there are a number of different specialisms. Real estate has now become a major area of business and as a commercial/residential surveyor you will be working at the forefront of it. You'll be responsible for purchasing property, valuing it and then selling or leasing it. You may also act as a broker or auctioneer or even carry out contract negotiations.

For more information on the roles available, training and skills:

- National Careers Service <https://nationalcareersservice.direct.gov.uk/advice>
Job Profiles include General Practice Surveyor
- Prospects website www.prospects.ac.uk/links/occupations
Job Profiles include Planning and Development Surveyor

Target Jobs <http://targetjobs.co.uk/careers-advice/job-descriptions>
Job Profiles include Planning Surveyor

Professional associations/organisations

- The Chartered Institute of Building
www.ciob.org.uk
- The Royal Institute of Chartered Surveyors (RICS)
www.rics.org/uk

Qualifications and training

This area of work is open to all graduates although a degree in Geography, Science, Maths, Urban and Land Studies, Languages, Economics and Social Sciences may be advantageous.

To qualify as a chartered surveyor you will need a Royal Institution of Chartered Surveyors (RICS) accredited qualification and at least two years vocational experience.

Most graduates of The University of Manchester will have degrees which are described as “non-cognate” which means that the degree is not recognised for the professional qualification by the RICS. However, it is possible for non-cognate degree holders to take a conversion route by completing a RICS recognised postgraduate qualification plus the Assessment of Professional Competence (APC) which is work based training. A number of employers, mainly larger surveying practices/property companies, will recruit non-cognate graduates and in some cases may sponsor them through conversion courses.

Completion of the academic qualification along with the APC leads to RICS membership and Chartered Surveyor status.

Work experience

Pre-entry work experience is highly desirable allowing you to get a feel for the practical application of skills in the real world. Although people who have completed a year in industry as part of their course are at a distinct advantage, work experience could be gained through basic

construction work experience, work shadowing or even placements offered by employers

General resources including news and vacancies

- Building4jobs - Website for building related vacancies including Surveying
www.building4jobs.com
- Careers in Construction - website for construction related vacancies including surveying
www.careersinconstruction.com
- Property Week –online weekly magazine with news including regional news and jobs in the sector
www.propertyweek.com
- Royal Institution of Chartered Surveyors (RICS) global database of surveying firms. Search options include location and firm type
www.ricsfirms.com
- RICS Recruit – website for surveying and property vacancies
www.ricsrecruit.com

Valuation (Land and Property)

Valuers tend to be qualified surveyors who specialise in this particular area. Before any property can be developed or sold a valuer will need to establish what it is worth in the current climate. Valuers are responsible for maximising a client's profits by analysing and assessing location, business potential legal, social and economic factors to arrive at a valuation. There are also opportunities for valuers to work in local authorities helping to set council tax and ratings levels.

For more information on the role available, training and skills:

- The Building Futures Group
www.thebuildingfuturesgroup.com/sector-skills-council/careers/job-profiles
Job Profiles include: Property Valuer

- National Careers Service
<https://nationalcareersservice.direct.gov.uk/advice>
Job Profiles include Land and Property Valuer and Auctioneer

Professional associations/organisations

- Institute of Revenues, Rating and Valuation (IRRV)
www.irrv.net
- National Association of Valuers and Auctioneers (NAVA)
www.nava.org.uk
- The Central Association of Agricultural Valuers (CAAV)
www.caav.org.uk

Qualifications and training

To become a Valuer you would normally need a degree or professional qualification accredited by the Royal Institute of Chartered Surveyors (RICS). For further information see the RICS website www.rics.org including the 'Join' section to find out about how to become RICS qualified and its benefits.

The Institute of Revenues, Rating and Valuation (IRRV) also offer training courses which cover valuation along with the legal and taxation aspects of the role. For further details see the IRRV website www.irrv.net

General resources including news and vacancies

- Property Jobs - website for property jobs including valuation
www.propertyjobs.co.uk
- Property Week - online weekly magazine with news including regional news and jobs in the sector
www.propertyweek.com
- RICS Recruit - website for surveying and property vacancies
www.ricsrecruit.com
- TARGET jobs Property - Information on Valuation Specialism
<http://targetjobs.co.uk/career-sectors/property/283229-valuation-graduate-property-specialism>

- Valuation Office Agency - provides Government with property and valuation advice
www.voa.gov.uk/corporate/index.html

Estate Agency

Estate Agency whilst being about the buying and selling of property including land can also encompass lettings/property management, valuations and auctioneering. Vacancies exist throughout the UK and some larger employers have offered graduate schemes.

For more information on the roles available, training and skills:

- Prospects website www.prospects.ac.uk/links/occupations
Job Profiles include: an Estate Agent.
- National Careers Service
<https://nationalcareersservice.direct.gov.uk/advice>
Job Profiles include: Estate Agent

Professional Associations/Organisations

- National Association of Estate Agents (NAEA)
www.naea.org.uk
- National Federation of Property Professionals
www.nfopp.co.uk
- Royal Institution of Chartered Surveyors
www.rics.org

Qualifications and training

To get into this area no formal qualifications are necessary. However with increasing competition for employment having a degree in property, development/management civil and structural engineering or a business related subjects may give you an advantage. Professional qualifications are available through the National Federation of Property Professionals (NFoPP) www.nfopp.co.uk

General resources including news and vacancy sources

- Jobs in Estate Agency - The only recruitment agency officially appointed by the National Association of Estate Agents.
www.jobs-in-estate-agency.com
- The Negotiator - magazine for Estate and Letting Agents
<http://thenegotiator.co.uk/>

Letting Agent

Letting agents are responsible for all aspects of the let including setting up viewing, selecting responsible tenants, preparing tenancy agreements, fulfilling legal requirement and handling problems with property. Vacancies exist throughout the UK and there are opportunities to move into management level roles.

For more information on the roles available, training and skills:

- National Careers service website
<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>
Job Profiles include: Letting agent
- 'A day in the life of a Lettings Negotiator' by Chancellors group of Estate Agents
www.chancellors.co.uk/common/pdf/lifelettingsneg.pdf

Professional associations/organisations

- Association of Residential Letting Agents (ARLA)
www.arla.co.uk
- UK Association of Letting Agents
www.ukala.org.uk

Qualifications and training

Similar to estate agency no formal qualifications are required to get into this area but a driving licence is usually essential. The majority of letting agents start as trainees and learn 'on the job'. You may wish to study for

the National Federation of Property Professional Awards in Residential Letting and Property Management www.nfopp-awardingbody.co.uk/qualifications either before you enter the profession or more commonly as part of your personal development within the sector.

General resources including news and vacancy sources

- Property Jobs
www.propertyjobs.co.uk/jobs/estate-agency-sales-and-lettings/
- The Negotiator - Magazine for Estate and Letting Agents
<http://thenegotiator.co.uk>

Social Housing Management

Social Housing Management involves managing housing estates and property on behalf of local housing authorities, housing associations, charities or private landlords. Some professionals working in this area may be involved in regeneration projects. Jobs occur throughout the UK but are most likely to be in towns and cities.

For more information on the roles available, training and skills:

- Prospects
www.prospects.ac.uk/links/occupations
Job Profiles include: Housing Manager/Officer.
- National Careers Service
<https://nationalcareersservice.direct.gov.uk/advice/planning>
Job Profile include: Housing Officer, Housing Policy Officer and Accommodation Warden
- CIH - Chartered Institute of Housing
www.cih.org/startingyourcareer
Job Profiles include: Housing Advice Officer, Arrears Officer, Tenant Participation Officer, Neighbourhood Officer and Housing Officer.

Professional associations/organisations

- Chartered Institute of Housing
www.cih.org
- National Housing Federation
www.housing.org.uk

Qualifications and training

For those without a relevant first degree it is possible to take a postgraduate qualification in housing offered by a number of colleges or by distance learning through the Chartered Institute of Housing (CIH). Whilst some will choose to undertake full time study others will, having obtained a job in the sector, seek training whilst in employment. For further details about education and training see the CIH website www.cih.org/careers . The CIH is the main professional body for those working in this field.

Work experience

Pre-entry experience is particularly valuable and for some jobs specific experience may be essential. The job profiles on both the Prospects and Chartered Institute of Housing websites include brief statements on pre-entry experience.

General resources including news and vacancy sources

- AllHousingJobs - Social housing jobs, employers and recruitment agencies
www.allhousingjobs.co.uk/index.aspx
- GuideStar UK - charities database for links to housing and homelessness charities e.g. Shelter
www.guidestar.org.uk
- Great Social Care website - includes social housing job vacancies
www.greatsocialcare.co.uk
- Homes & Communities Agency - the national housing and regeneration agency operate a graduate development programme.
www.homesandcommunities.co.uk

- Housing Net - Offers a search facility to find housing associations in particular locations plus jobs section.
www.housingnet.co.uk
- Inside Housing - Provides news and job vacancies in social housing
www.insidehousing.co.uk
- Jobsgopublic - includes Local Government, Charities and Social Housing
www.jobsgopublic.com
- Local Government Jobs.
www.lgjobs.com
- National Housing Federation - represents over 1000 independent, not-for-profit housing associations.
www.housing.org.uk
- Third Sector Jobs - Social Enterprise, Charities and Voluntary Organisations.
www.thirdsector.co.uk

Facilities Management

Facilities Management is one of the fastest growing professions in the UK. Working in this area you will be responsible for managing services that support the core business of an organisation from strategic planning to day to day operations. Facilities managers are employed in all sectors and industries with many being employed on a contractual basis.

For more information on the roles available, training and skills:

- Chartered Institute of Building
www.ciob.org.uk/careers/buildingcareers
- Prospects
www.prospects.ac.uk/links/occupations
Job Profiles include: Facilities Manager and Office Manager
- National Careers Service
<https://nationalcareersservice.direct.gov.uk/advice>
Job Profiles include: Facilities Manager and Network Manager

- TARGET Jobs
<http://targetjobs.co.uk/careers-advice/job-descriptions>
Job Profiles include: Facilities Manager

Professional associations/organisations

- British Institute of Facilities Management
www.bifm.org.uk/bifm
- Chartered Institute of Building
www.ciob.org.uk
- Facilities Management Association
www.fmassociation.org.uk

Qualifications and training

Entry into the profession is open to graduates of any degree discipline; however certain subjects such as surveying, property, engineering and business studies are particularly useful. Postgraduate qualifications are available and are particularly useful if you do not have a relevant first degree and can aid career progression. The British Institute of Facilities Management also offer a range of qualifications in the area
www.bifm.org.uk

Work experience

Pre-entry experience is desirable. A placement year in industry can be particularly useful but any experience in management, building or construction will help.

General resources including news and vacancy sources

- Career Structure - jobs in construction including facilities management
www.careerstructure.com
- FM World - news, advice and vacancies in the area
www.fm-world.co.uk
- I-FM - news, features and jobs
www.i-fm.net

- Opportunities: the public sector media
<http://opportunities.co.uk>
- PFM – Facilities Management journal
www.pfmonthenet.net

Estate Management

Working in Estates Management you will be responsible for a number of varied roles including the maintenance and accurate record keeping of the land and property within the estate. Potential employers include organisations who manage estates on behalf of clients e.g. Real Estate/Property Management Companies/Surveyors but some may be employed direct by an estate.

For more information on the roles available, training and skills:

- Prospects
www.prospects.ac.uk/links/occupations
Job Profiles include: Rural Practice Surveyor
- National Careers Service
<https://nationalcareersservice.direct.gov.uk/advice>
Job Profiles include Estates Officer and General Practice Surveyor

Professional associations/organisations

- Central Association of Agricultural Valuers
www.caav.org.uk
- Royal Institution of Chartered Surveyors
www.rics.org/uk

There are a number of estate management specialisms including:

- **Shopping/Town Centre Management**
British Council of Shopping Centres'
www.bcsc.org.uk

Association of Town Centre Management.

www.atcm.org

- **Hospital/Health Care Facilities**

Institute of Healthcare Engineering and Estate Management

www.iheem.org.uk

Health Estates & Facilities Management Association

www.hefma.co.uk/

- **Universities/Educational campuses**

Association of University Directors of Estates

www.aude.ac.uk

- **Science Parks**

UK Science Park Association

www.ukspa.org.uk

Qualifications and training

For those intending to work in Estate Management qualifying as an Urban General Practice Surveyor is the usual route whilst those planning to be a Land Agent are more likely to qualify as a Rural Practice Surveyor.

Accreditation can be gained through the Royal Institute of Chartered Surveyors Assessment of Professional Competence (APC)

www.rics.org/uk/apc

General resources including news and vacancy sources

- The Central Association of Agricultural Valuers (website includes jobs section with vacancies for rural surveyors and land agents).

www.caav.org.uk

- Country Land and Business Association has a news section which includes the NW region

www.cla.org.uk

- Estates Gazette (EG) - property jobs online.

www.propertyjobs.co.uk

- Farmers Weekly Interactive

www.fwi.co.uk

- Jobs in the Higher Education Sector including Estates

www.jobs.ac.uk

Jobs in the NHS including estates and ancillary

www.jobs.nhs.uk

- Property Week - online weekly magazine with news including regional news and jobs in the sector

www.propertyweek.com

- RICS Recruit - website for surveying and property vacancies including Estates Management

www.ricsrecruit.com

This publication is copyright The University of Manchester and may not be produced wholly or in part for commercial or non-commercial purposes without prior permission