

Job description

Property Internship (Strategy and Estates)

Band: National Living Wage (NLW)

We positively encourage agile working, with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between the manager and employee. Therefore, whilst there will be opportunities to work from home or an alternative base, this role will require you to attend our offices in Bury St Edmunds or Mildenhall when required. You may reasonably be required to work at any other of the council's premises as required in order to meet the needs of the service.

Role purpose:

This programme provides an opportunity to work on challenging, stretching and worthwhile projects and casework. The successful postholder will gain a real insight and practical experience of the property profession, within the public sector. The role will be supported by a buddy and a mentor throughout the placement to offer support, along with a tailored training and development plan. The Intern will also be empowered to work on their own to deliver specific tasks and projects.

Key responsibilities and activities:

- To conduct analysis, research and investigation to identify strategic development and investment opportunities.
- To assist with the delivery of property projects and casework to deadlines.
- To assist with, and undertake financial and market appraisals, research, property inspections and measurement.
- Research, collation and analysis of property data to assist with the development of reports and briefing papers and present this information to a wide variety of stakeholders.
- Assist with general estate management matters including sales, lettings, lease renewals, rent reviews and service charges.
- Be responsible for effective prioritisation of their own work.
- To represent the team in working groups and forums.
- To develop and support constructive relationships across the team, the Council and relevant partners.
- Contributing to the work of wider corporate projects, working with other teams and professions.

November 2023