



Valuation Office
Agency

CANDIDATE PACK

Graduate Valuation Surveyor



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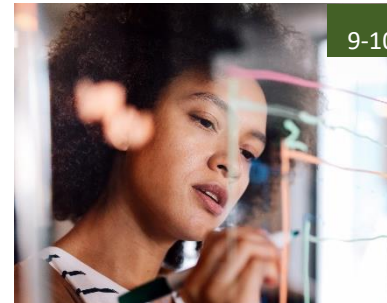
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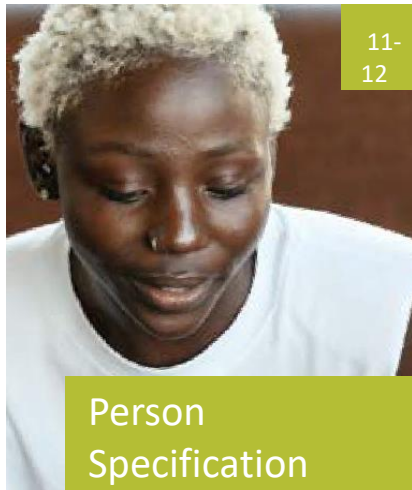
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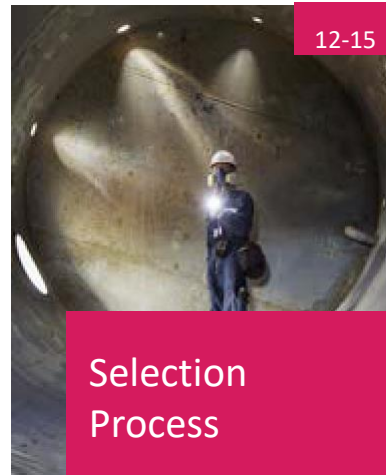
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Welcome

from Alan Colston

Chief Valuer

Thank you for considering applying for a graduate position at the Valuation Office Agency (VOA). This is an exciting opportunity to join us and develop your surveying expertise to contribute to public services. We are the public sector's property valuation experts and advisers. Our valuations underpin the collection and management of property-related national taxes and benefits. We also provide valuation advice to support other public sector bodies.

Our valuation work encompasses every domestic and commercial property in England, Wales and Scotland. You'll have the opportunity to gain new skills as well as applying the knowledge and experience you've already acquired in your career.

We are committed to attracting, developing and retaining great people from wherever they are found. Building our future pipeline of surveyors is a key agency priority. You'll not only have the opportunity to progress your own career but will be helping others to develop. We encourage everyone to be active in the wider profession and we support our surveyors to be involved in RICS activities.

We have a unique role in contributing significantly to public services. If you are excited by a career in surveying, I'd encourage you to apply. I look forward to welcoming you to the VOA.

About the VOA

The Valuation Office Agency (VOA) is an executive Government agency and part of His Majesty's Revenue & Customs (HMRC).

We are a large agency, operating across the UK consisting of nearly 4000 talented people, making up the public sector's property valuation experts and advisors. Our work is pacy but also complex, collaborative, highly valued and always interesting.

What we do is vital - not least because we're helping to secure more than £60 Billion of local government taxation to fund essential public services. Join us and you could contribute to our important work in any number of areas, including:



Two million

commercial properties are valued for Business Rates, underpinning around £26bn of revenue collected.



25 million

domestic properties given valuations for deciding council tax bands

Right to Buy

determining value for this initiative in England and Wales.

LHA

Local Housing Allowance (LHA) setting rates of the allowance across England.

Housing Benefit Claims

advising local authorities of the maximum subsidy level payable for claims.

800 public sector clients

from Local Authorities, NHS Trusts and Central Government clients supporting the wider public sector



From professional expertise to industry-leading developments

We are committed to being an equal opportunities employer and creating a culture where everyone can bring their whole self to work

Further information about the Agency is outlined in our [2024/25 Annual Report](#)



Our valuation work encompasses every domestic and commercial property in England and Wales. We're proud to have helped millions of people to pay the correct property taxes and receive the right financial support.

We have a unique role in contributing significantly to public services and you'll play an important part in this.

Vacancy Description

The Valuation Office Agency (VOA) is recruiting Graduate Valuation Surveyors across England and Wales to undertake a 24-month structured route through to Assessment of Professional Competence (APC) with the Royal Institution of Chartered Surveyors (RICS).

By joining us, you could be inspecting a range of office or retail properties one day. Then working on the valuation of a stately home or a large national infrastructure project the next.

All the experience you gain whilst working in the VOA will help you to successfully achieve your goal of Chartered Surveyor status (MRICS).

To find out more about what we do, follow us on [LinkedIn](#), [X](#) and [YouTube](#) and explore our [GOV.UK site](#) and [blog](#). For more details on the wider benefits that could be available to you as a VOA employee, download our [benefits booklet](#).

Job Title

Graduate Valuation Surveyor

Location

Various (see advert)

Salary

National: £32,500; London: £37,235

Contract

Permanent; Full time; Part-time; Flexible Working

Whilst we try take personal circumstances into account wherever possible, successful candidates must be willing and able to work at least 30 hours per week to meet the requirements of the programme.

Closing Date

23:55 on 30th October 2025

[Click here to view dates, times and sign up](#) to our live events taking place via Microsoft Teams prior to the closing date. These events are a great opportunity to find out more about our Graduate Programme and how to apply. Please note booking will close at 12 mid-day the day before each event. On the day of the event, you will receive a joining link by 09:00am to access the event.

Key Responsibilities

- Taking the lead on property inspections through to analysis and settlement of property values. Provide valuations and property advice to support taxation and benefits to the government and local authorities in England and Wales in line with statute and RICS Global Standards.
- Managing own caseload once you have completed relevant learning and gained confidence.
- Working across different business areas, surveying and valuing properties for a variety of purposes such as: Non-Domestic Rating, Council Tax, Inheritance Tax, Capital Gains Tax, Compulsory Purchase and Development Appraisals.
- The type of work you will undertake is subject to business need at the time you join the Graduate Programme.
- We will provide you with the right mix of experience to pass the RICS Assessment of Professional Competence (APC) and become a Chartered Surveyor.
- Working towards successful APC submission. This will include recording a diary, summary of experience, continuous professional development (CPD) hours and a case study showcasing your competence.
- Undertaking structured training and engaging with expert support throughout plus 5 days' study prior to APC interviews. Successful candidates will also need to commit some of their own time to preparing for their APC.



Sources of Support

Throughout your journey you will be fully supported by experienced colleagues across the agency. This will include a Supervisor, MRICS qualified Counsellor and dedicated Learning and Development Teams. We will help you become competent in undertaking wide-ranging property and valuation types. The Development Team will ensure the overall quality of your programme and act as a point of escalation.

You will also maintain regular contact with your Line Manager who will allocate relevant work to assist you with your APC and hold monthly performance achievement conversations.

Our candidate success rate is well above average but (subject to certain criteria) we will fund and support a second attempt at APC should it be necessary.



What our current and former Graduates have to say

“I would highly recommend the graduate programme at the VOA. One of the best aspects was the training that I received throughout the scheme and I felt consistently supported by colleagues within my office and across the wider Valuation Office. The variation of work I undertook on the different work streams, and the opportunities to take on responsibility were key to passing the APC. Post qualification, I have trained as an RICS assessor for the APC and also gained a place on the Canadian Externship programme which involved taking part in a research project whilst being based in Calgary.” **Louis Berrow, MRICS - Former Graduate.**



“I joined the VOA in September 2024 after completing my master's degree in Real Estate. From day one the agency has been incredibly welcoming and supportive. The training provided is thorough, well-structured and includes a wide variety of events, both in-person and online. The learning platform is excellent and the support from colleagues in the office has made a real difference in my development. One of the things I appreciate the most is the inclusive culture. Despite being new, I've always felt that my opinions are valued and that I'm genuinely included in decision-making processes. It's empowering to be treated as a contributing member of the team from the start.” **Daniela Pluta – Current Graduate**

“The VOA graduate programme has been the most rewarding part of my education journey. It's given me the chance to put theory into practice, gain real industry experience and grow both professionally and personally. Rotating across different work streams has provided me the chance to work on a wide range of property types—from factories and offices to homes, shops, and even escape rooms and gold processing factories as well as Plant and Machinery. These opportunities are a result of the outstanding and invaluable support available in VOA -from supervisors, counsellors, colleagues, the development team and the agency as whole. All of the support, coupled with the bespoke flexi and hybrid working policies in VOA makes it the best place to be for anyone considering a career in Valuation surveying.” **Eva Abekah- Current Graduate**



Opportunities

On successful completion of your APC there will usually be opportunities to advance to Lead Valuer. In addition, many of our graduates have quickly progressed into senior technical and management roles after their qualification.

As we also form part of the Government Property Profession and Civil Service you would also be able to take advantage of wider development opportunities. As well as supporting you towards achieving MRICS status, we would ensure you continue to develop your career long-term.

We are sometimes able to offer short loan or secondment opportunities outside of the Agency. If available, this would enable you to gain wider experience with other Government Departments.

If you are a graduate surveyor who is already part qualified, we will look at your individual circumstances. We may be able to support an earlier APC final assessment timeframe.



Our Graduates typically record under the Valuation Pathway. If you are already part-qualified on any of the following pathways set out below, we may be able to support you to complete that pathway instead.

- Commercial Real Estate
- Residential
- Planning and Development
- Rural
- Property Finance and Investment
- Corporate Real Estate

Please note, you must be willing to undertake the competence of Valuation to Level 3 as part of this opportunity.

We're keen to hear from candidates if you are either:

- Graduating by 7th September 2026 and need our full training programme
- Already a graduate surveyor, including if you already have started APC recording

Person Specification (Essential Criteria)

Undergraduate Eligibility Criteria

- Hold a RICS accredited Real Estate or Valuation degree at 2:2 or above **OR** will expect to hold one by 7th September 2026
- Please note your qualification must be fully complete and awarded by this date
- Before applying, please check your degree is listed here <https://www.ricscourses.org/>, filtering on Valuation pathway (or any of the pathways listed on page 10 if part way through) via the filter panel on the left

Post Graduate Eligibility Criteria

- Hold a RICS accredited Masters in Real Estate or Valuation
- Applications can be made by those who will be in their final trimester and awaiting full award confirmation at the time of anticipated start, this must be supported by a transcript of results received up to that date with only the final credit outstanding
- Before applying, please check your Masters is listed here <https://www.ricscourses.org/>, filtering on Valuation pathway (or any of the pathways listed on page 10 if part way through) via the filter panel on the left

Please note:

We are a licensed Skilled Worker visa sponsor and are happy to consider applications from candidates who meet the UK Home Office eligibility requirements for this route.

For our London-based roles (salary £37,235), sponsorship is available for applicants who qualify as new entrants under the Skilled Worker visa rules (for example, those under 26 years old, recent graduates, or applicants working towards a recognised professional qualification such as RICS chartership).

For our roles outside London (salary £32,500), the salary does not meet the current minimum threshold for Skilled Worker visa sponsorship under the Home Office eligibility requirements.

For experienced worker applicants, the salary offered for this role is below the general Skilled Worker threshold (£41,700), meaning that sponsorship is not available.

Person Specification Continued

- Have sound analytical skills and good judgement to inform decisions and provide opinions or advice to others.
- Have strong interpersonal and networking capabilities.
- Be self-motivated, flexible and prepared to perform a range of duties, regularly taking on new challenges.
- Have good time management and organisational skills, taking ownership of your workload and professional development, whilst delivering to deadlines.
- Be willing to travel on a regular basis to undertake property inspections or attend training, including potential overnight stays and/or change your base location, to ensure the right work and support is available to you.
- Hold a full UK / EU Driving Licence – A Provisional licence is accepted at time of application however a FULL licence must be attained and evidenced within 6 months of take up date. If you are considered disabled under the Equality Act 2010 and do not hold a full driving licence, we will consider your application. Please contact resourcingteam@voa.gov.uk with your details to discuss this further.

Selection Process - Sift

Throughout the process you will be assessed using [Success Profiles](#) at both sift and interview stages. The different stages of the process are outlined below and on the next page. We will test your **experience** at sift stage.

1. Personal Statement:

Please provide a personal statement outlining in no more than **750 words** your suitability and alignment to the role. Please include reference to:

- Any skills, knowledge or experience you may have either directly from your academic studies and/or any work experience you may have undertaken
- Showcase your alignment to the opportunity to complete your APC and interest in the surveying profession

2. Qualifications:

Within your application you will be asked to provide the following under the additional questions section of the online form so we can assess your eligibility to this role:

- Name of University
- Name of RICS accredited degree course you hold or expect to hold (including BSc or MSc)
- Grade of qualification gained, and date awarded **or** predicted grade and award date (for BSc this must be 2:2 or above)
- Confirmation that your course is listed here <https://www.ricscourses.org/>, under the Valuation, Commercial Real Estate or any of the additional pathways set out on page 10.

Please note: If you do not meet our qualification requirements, you will be removed from the application process.

3. Shortlisting:

A diverse panel will assess your application to select those demonstrating the best fit for the role. This is done by considering your application against the criteria set out in the 'Person Specification' section. Failure to address any or all of this may affect your application.

Selection Process – Assessment Centre

Throughout the process you will be assessed using [Success Profiles](#) at both sift and interview stages. The different stages of the process are outlined below and on the previous page. If you meet the requirements at sift, we will test your **technical skills, behaviours** and **strengths** via an assessment centre.

Before the Assessment Centre

Assessment centres will be held across a range of dates and regions in early December 2025. Full details on locations and how to book an assessment slot will be provided if you are successful at sift stage.

It's important to us that everyone feels able to participate in our selection process. We are committed to helping cover travel and accommodation costs for anyone invited to attend one of our assessment centres. Further detail on what our support package covers will be provided along with your assessment centre invite. Our team will be available to help make sure you're supported in accessing the right level of assistance for you.

In exceptional circumstances only, we may need to conduct some elements of the assessment centre remotely via an online platform.

During the Assessment Centre

You'll have an opportunity to meet the Development and Surveying Profession Teams to find out more about the programme and the wider VOA. You'll get a sense of what your work environment could be like as your assessment centre will take place in one of our regional hubs.

The assessment itself will include:

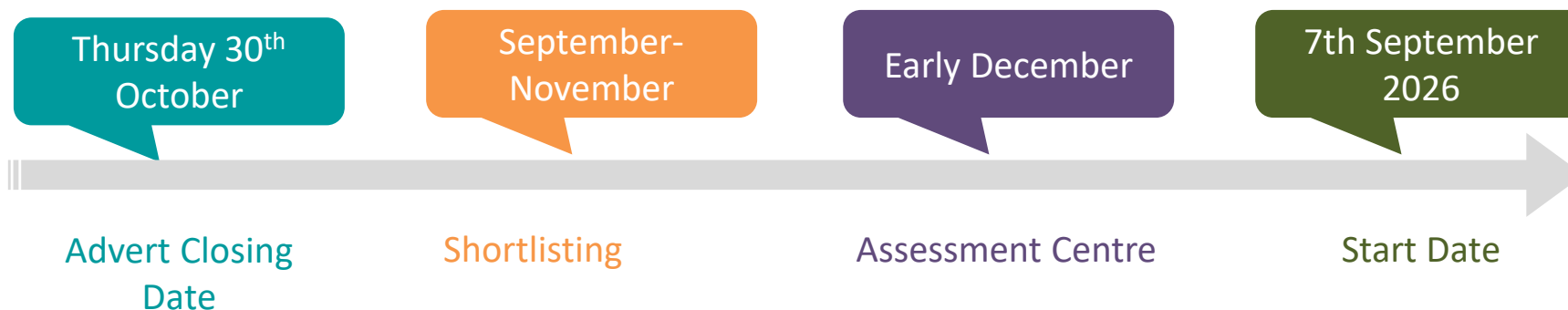
- A presentation – if you are invited to an assessment centre, further detail will be provided to help you prepare.
- A group exercise – where we will assess you on the behaviours shown below in real time.
- A short individual interview - where we'll assess your technical knowledge and your strengths.

The behaviours tested will be: **Communicating and Influencing, Making Effective Decisions, Working Together and Leadership**. You can find out more about these [here](#) – you'll be assessed against the Level 3 definitions.

Selection Process Timeline

We will try to offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessment. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process.

The anticipated timetable is as follows:



Offer & Start Date

We will notify you of the outcome of the process and make an offer to the successful candidate(s) as soon as possible. **Successful candidates will take up their post(s) on 7th September 2026.** A reserve list of candidates who met the minimum pass criteria will be kept for a period of 6 months.

To ensure you are eligible for take up duty on 7th September 2026, please refer to slide 11 for full information on eligibility criteria. **If you currently hold a degree in Valuation or Real Estate, you may be offered a post prior to September 2026, subject to availability.**