



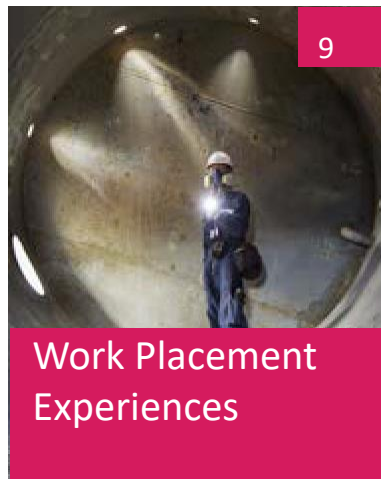
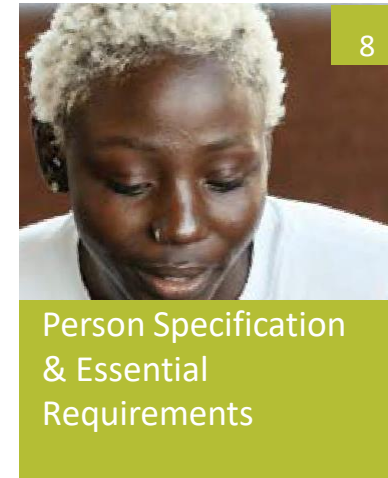
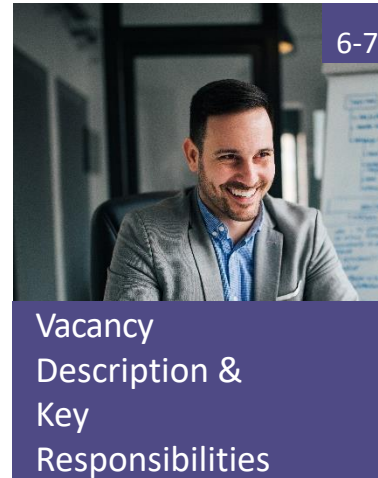
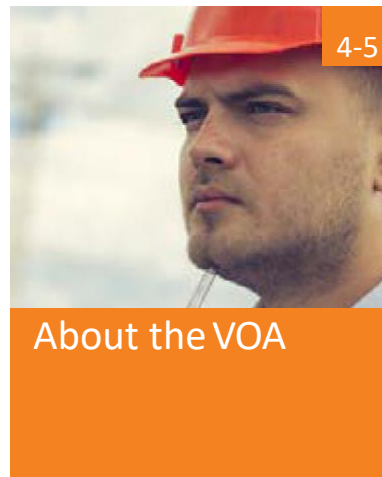
Valuation Office
Agency

CANDIDATE PACK

WORK PLACEMENT
VALUATION SURVEYOR



Contents





Welcome

from Alan Colston

Chief Valuer

Thank you for considering a work placement in the Valuation Office Agency (VOA). This is an exciting opportunity to join us in your placement year to develop your surveying expertise and put your academic learning into practice. 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, and we also provide valuation advice to support other public sector bodies.

Our valuation work encompasses residential and commercial property across England, Wales and Scotland. You'll have the opportunity to gain new skills and relevant experience in your placement year and begin recording against your RICS Assessment of Professional Competence (APC).

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 will be supported in your placement by the experienced colleagues around you. We have a unique role in contributing significantly to public services.

If you have the drive and ambition to use your placement year as a stepping stone to become a Chartered Valuation Surveyor, I encourage you to apply and start your APC journey with us. 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 more than 4,000 talented people, making up the public sector's property valuation experts and advisors. Our work is pacey 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

We are looking for individuals studying a RICS accredited degree aligned with the RICS' Valuation Pathway, with an agreed work-based placement (sandwich) year. The placement will start in September 2026.

Join us and you will be given early responsibility for your own caseloads, whilst being fully supported by a:

- Line Manager who will provide pastoral support and enable you to settle into the Agency and work effectively with colleagues and stakeholders. They will provide you with the right work to ensure you gain relevant experience in areas such as property inspection, data and valuation.
- MRICS Qualified Chartered Valuation Surveyor who will act as your Counsellor, guiding you to start recording experience against the RICS Assessment of Professional Competence (APC) on the Valuation pathway
- A well-structured, tailored learner journey of formal learning integrated with work-place consolidation.

Job Title

Work Placement Valuation Surveyor

Location

Various (See advert)

Salary

National: £30,674; London £35,457

Contract

Fixed Term Appointment (FTA); Full time; Part-time; Flexible-working
Following your 12-month placement; there may be opportunities to remain working in the agency on a part-time basis around your degree commitments in the final year of your studies.

Closing Date

23:55 on 26 October 2025

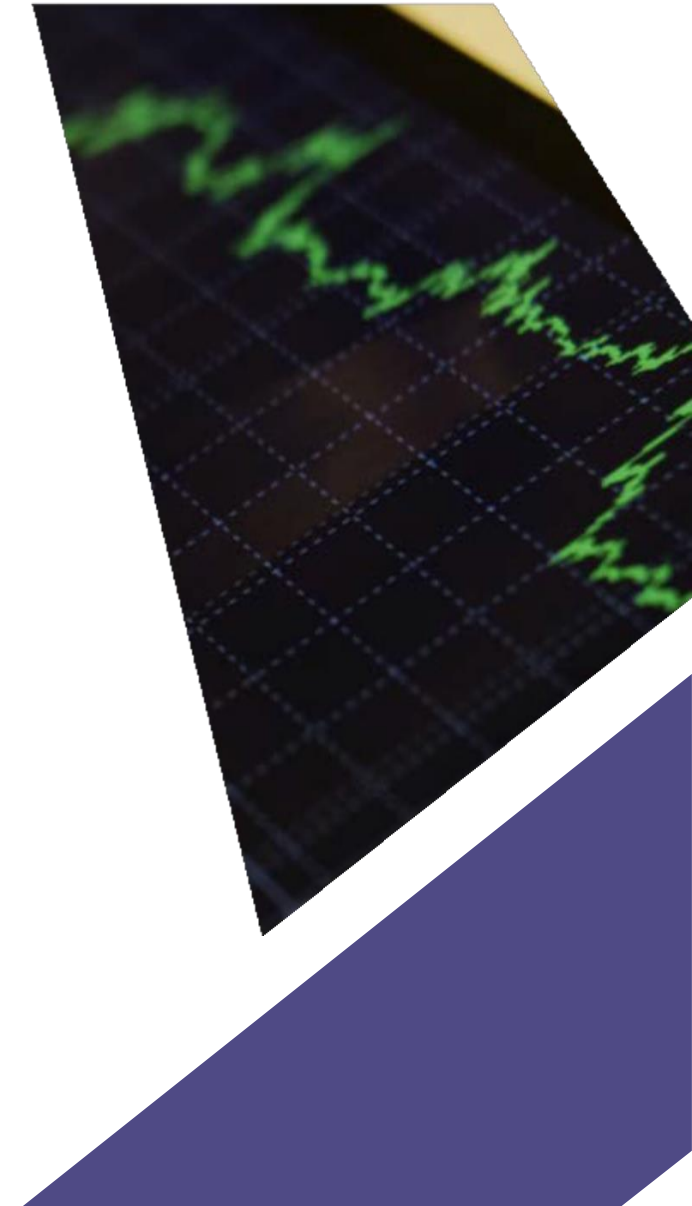
[Click here to view dates, times and sign up to our live events](#) taking place via Microsoft Teams prior to the closing date. These events are a great opportunity to find out more about our Work Placement Valuation Surveyor Programme and how to apply. Please note booking will close at midday the day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

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](#).

Key responsibilities

This role will involve some or all of the following:

- Research, analyse and interpret information to make evidence-based decisions on a range of cases.
- Inspect commercial and residential properties, measure areas, collect relevant details to assess value, produce and record digital surveys.
- Value properties for Council Tax, Non-Domestic Rating or District Valuer Services.
- Discussion with customers and/or agents, determining outcome of cases including re-assessment as needed.
- Work within current legislation, organisational policy and guidelines.
- Input and download data on to our digital systems and databases.
- Manage your own case load effectively to deliver work and work with others to deliver work promptly and within set timescales.
- Adjust and analyse rental evidence, making sense of lease terms and incentives to determine current rental values in terms of £/m².
- Develop market knowledge and intelligence, investigating market trends to support decision making for valuation.



Essential Requirements

To be eligible to apply for this role you must:

- Be currently studying a RICS accredited undergraduate or master's level degree, aligned to the valuation pathway, with an agreed work-based placement (sandwich) year as part of your degree.
- Check your degree or master's is suitable by clicking here <https://www.ricscourses.org/> and filtering on 'valuation' via the pathway filter panel on the left.
- Be undertaking a degree which involves valuation modules. This is due to the nature of the work and experience we can provide.
- Be able to demonstrate ability to communicate effectively both orally and in writing.
- Be able to evidence sound analytical skills and good judgement to inform your decisions or when providing opinions or advice to others.
- Be able to work effectively with others.
- Have good time management and organisational skills, taking ownership of your workload and professional development, whilst delivering to deadlines.
- Be willing and able to travel on a regular basis to undertake property inspection or attend training, including potential overnight stays.

What our work placements have to say

“ I’ve really appreciated the flexibility and opportunities at the VOA, as well as being able to travel around the country for work and events. I’ve also enjoyed meeting supportive colleagues including my programme managers and other colleagues in the office. I enjoy working here because I can set my hours, work extra when needed, and take time off to do the things I love whilst developing my career. As a placement student, I was given an insight and got to shadow some major inspections and challenge proposals in London. The challenge training, draft proposals, and mock agent calls were some of the most engaging tasks I’ve worked on. ”

Vadim Ganeev, Caseworker, Valuation Office Agency & Nottingham Trent University



“ My placement year at the VOA was an incredibly rewarding experience. I was able to apply the theoretical knowledge gained at university to real-world valuation work, gaining practical insight and confidence. The support from colleagues was outstanding, with everyone always willing to help with both work and studies. That encouragement played a huge part in me achieving a First-Class degree and securing a place on the Graduate Programme. My advice to future placement students is to make the most of every training opportunity and tap into the expertise around you, as everyone is keen to see you succeed. ”

Rio Jones, Caseworker, Valuation Office Agency & Kingston University



Selection Process - Sift Stage

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.

Provide a 500-word personal statement outlining:

- Your suitability for the role based on the vacancy description, key responsibilities and essential requirements.
- Why you want to develop your career in surveying and valuation with the Valuation Office Agency.

Tips for completing your personal statement

- Do your research. Here are some useful links as a starting point: [VOA Blog](#), [VOA Website](#), [RICS Website](#). Set aside time to proof-read your personal statement and/or have someone check it for you.
- Read through this candidate pack and the job advert, paying attention to the vacancy description and essential requirements and use this information to explain within your personal statement why we should select you and what sets you apart.
- Reflect on the above and how this aligns to your studies, career goals, transferrable skills and experience.

Confirm that you meet the academic study requirements outlined on page 8 of this document.

You will only be able to proceed with your application if you meet these requirements.

Shortlisting:

- You will receive an acknowledgment of your application through the online process.
- A diverse panel will assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the 'Essential Requirements' section.
- Failure to address any or all of these may affect your application.
- If you are successful at application stage, you will be invited to interview.
- The interview process is outlined on page 11.

Selection Process - Interview Stage

Interviews will take place virtually via Microsoft Teams and last approximately 45 minutes. The interview will comprise of 3 elements from our Success Profiles Recruitment Framework: technical, behaviours and strengths.

Presentation (5 minutes) with Q&A (5 minutes) . We will ask you to prepare and deliver a timed 5-minute presentation. The topic will be confirmed prior to interview. You can share PowerPoint slides on screen if you prefer but it is the content of your presentation and overall delivery that matters most. The panel may then follow up with questions on your presentation.

Technical Questions (5-10 minutes). We will ask you questions designed to assess your knowledge, awareness of and potential for property, surveying, valuation and the work we do at the VOA. Here are some useful links as a starting point. VOA Blog, VOA Website, RICS Website, RICS APC Valuation Pathway . Read through this candidate pack and the job advert again. Think about key elements of surveying and valuation you've studied so far.

Communicating and Influencing Behaviour Question (6-8 minutes). We will assess how well you do the following: Communicate clearly and concisely both orally and in writing. Take time to consider the best communication channel to use for the audience, including making the best of digital resources and considering value for money. Interact with others in an enthusiastic way. Express ideas clearly and with respect for others. Listen to and value different ideas, views and ways of working. Respond constructively and objectively to comments and questions. Handle challenging conversations with confidence and sensitivity.

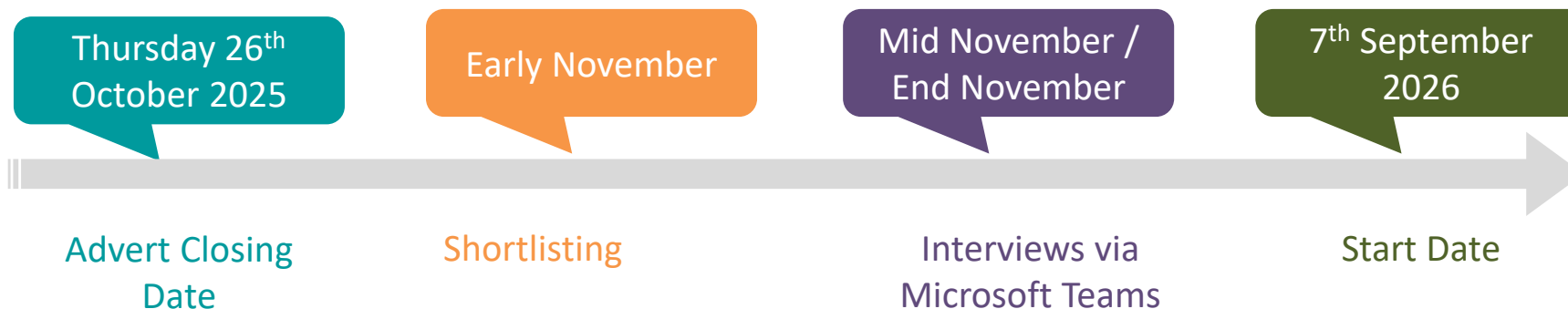
Tips for answering behaviour questions:

- Use the STAR approach to structuring your response – describe the Situation, Task, Action and Result.
- Focus on what you did, use 'I' not 'we' statements.
- Be specific, focus on one particular situation rather than a general description of your role/abilities.
- Make sure your answer is relevant to the question being asked and to the behaviour definition shown above.
- Ask the interview panel to repeat or rephrase the question if needed.
- You can also prepare and use notes, as long as you don't read off them word-for-word.

Strength-based questions (8-10 minutes) These questions are designed to elicit an immediate and natural response. You don't need to prepare anything for these questions, but you might find it helpful to reflect on your personal strengths and how these relate to the person specification.

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 interview. You are therefore asked to note the below timetable.



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.