## Assistant Quantity Surveyor

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| **Generic title** | Assistant |
| **General Description** | A technical or functional support role expected to support closely defined tasks within company procedures and industry standards. The person will receive instruction, tasks and guidance from a more senior manager.  In operations they will assist project and construction managers.  In commercial they will assist buyers, planners, estimators and surveyors |

## Competencies

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| **Achieving Results** | Will set goals for self in own work environment  Demonstrates enthusiasm for the job |
| **Analytical thinking and decision making** | Using personal experience and systematic approach to arrive at decisions on straightforward issues |
| **Communication** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Develop inter-team collaboration inside and outside company  Understand the role of a team and how it delivers the objectives  Can adapts to different types of teams in most situations  Take a cohesive and encouraging approach to team working |
| **Leadership** | The capacity to assume some position of influence within a team |
| **Managing resources** | Create a plan for a familiar project or process  Interpret a plan and decide what resources are required  Bring resources together and ensure they are efficiently deployed  Able to call upon and manage diverse skills and methods to deliver results |
| **Negotiation** | The ability to discuss and agree priorities |
| **People Development** | Can work well within tested frameworks of development to identify others’ needs  Use personal experience to build skills in other people  Use informal and formal performance reviews to target needs for development  Understand and recognise people’s current career needs  Coach and give feedback  Build development plans with others |

## Role definition

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| **Summary of role** | Assist the project surveyor to carry out quantity surveying duties in conjunction with other team members and provide effective financial and contractual control on all contracts allocated. |
| **Responsibilities and accountabilities** | Maintain high personal safety and environmental standards in accordance with company policy  Undertake costing activities, under direction, utilising a sound working knowledge of the cost coding structure for the project  Measure completed works for allocated sections of the project, for interim and final accounts, including recording agreements with client and/or subcontract representatives  Collate and / or produce site records necessary for interim and final account payments and cost reports, including materials received records  Place subcontract orders in accordance with the main contract  Provide comprehensive financial and surveying related information as required by senior management, including monthly performance review meetings  Measure the works for payment and final account purposes  Preparation and submission of valuations and final accounts  Record all relevant events for delay and loss and expense claims  Monitor and ensure that full payment is received for all work claimed and certified  Measurement, certification and agreement of subcontractor accounts  Assist site management in provision of statistics and other surveying related information for customer meetings  Measurement of operatives work for the monetary payment system  Liaise with customer representatives and other members of the team to ensure effective communications and a cohesive working environment  Provide support to operations staff on surveying matters  Assistance with ICT development  Maintain site diary  Provide estimating department with statistical information for new rates  Maintain a suitable filing system  Ensure that all relevant papers are collected and boxed for archiving  Ensure that the quality management processes are cascaded and duly acted upon  Keep up to date with new technology and legislation as appropriate  Such other duties commensurate with the grade and scope of the post |
| **Qualifications, training and technical knowledge** | BSc or HND (or equivalent) in Quantity Surveying or other equivalent commercially related subject  Preferably qualified to CIOB or RICS accreditation  Relevant CSCS Card |
| **Attributes and skills** | Awareness and experience of construction methods, technology, standard forms of measurement and forms of contract, and health and safety requirements  Understand and follow laid down procedures for example standing orders and financial regulations  Computer literate in MS Office  Ability to work on site where necessary  High standards of written communication, verbal, numerical and inductive (ability to deal with ambiguous data) reasoning  High standards of verbal communication  Skilled in analysis and problem solving  Keen on embracing change  Collaborative, and keen to share information, knowledge and skills  A strong focus on internal and external customers  A commitment to equality, diversity and inclusion  Keen to seek out new opportunities for learning and career progression and challenges  Be able to identify the goals of any project and work steadily towards them  Able to take a structured and methodical approach to any task, identifying priorities and setting deadlines |