

<b>Generic title</b>	Assistant
<b>General Description</b>	<p>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.</p> <p>In operations they will assist project and construction managers.</p> <p>In commercial they will assist buyers, planners, estimators and surveyors.</p>

## Competencies

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

## Role definition

<b>Summary of role</b>	<p>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.</p>
<b>Responsibilities and accountabilities</b>	<p>Maintain high personal safety and environmental standards in accordance with company policy.</p> <p>Undertake costing activities, under direction, utilising a sound working knowledge of the cost coding structure for the project.</p> <p>Measure completed works for allocated sections of the project, for interim and final accounts, including recording agreements with client and/or subcontract representatives.</p> <p>Collate and / or produce site records necessary for interim and final account</p>

	<p>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 personal diary relating to own role. 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.</p>
<b>Qualifications, training and technical knowledge</b>	<p>BSc or HND (or equivalent) in Quantity Surveying or other equivalent commercially related subject (preferably accredited by CIOB or RICS) Working towards full membership of RICS or CIOB. Relevant CSCS Card.</p>
<b>Attributes and skills</b>	<p>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.</p>