

JOB DESCRIPTION

Assistant Quantity Surveyor - Construction

Role Overview

As Assistant Quantity Surveyor you will assist the Department Senior QS or the Commercial Manager in relation to the commercial management of projects for external clients.

In this role, you will be reporting to a Department Senior QS.

Our Core Values

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



Integrity

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability do our job well, being accountable for our own actions and therefore being part of a successful team.



Pride & passion

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



Quality

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



Innovation

New methods of working which drives efficient behaviours and Continuous Improvement.

Key Responsibilities

- Be aware and understand the companies Health and Safety procedures, promote the same to the supply chain and within Meldrum;
- Ensure compliance with company procedures and policies;
- Undertaking work in strict accordance with commercial tracking;
- Supporting Department Senior QS with the following tasks:
 - Preparing bills of quantities and re-measure works;
 - Procurement of sub-contractors in-line with the agreed project procurement strategy;
 - Managing costs on a wide variety of projects;
 - Undertaking costs value analysis including cost value reporting;
 - Price up variations and obtain agreement with clients;
 - Valuing works as they progress and agreeing final accounts;
 - Compile programme based cost to complete / project budgets;
 - Identify and support the management of project risks and opportunities;
 - Provide commercial advice to the site team as and when required;
 - Develop awareness of the different building contracts in current use;
 - Preparing and analysing costings for tenders;
 - Assist with the preparation of contractual claims;
 - Liaise with operational staff to maintain records;
- May be required to lead projects with the support of Department Senior QS.

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company.



Continuous improvements

You will contribute to the overall running and continuous improvement of the business, along with development of the Construction Department, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to Construction, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the processes outlined in IP06
- Actively participating in training and continuous improvement activities for betterment of skills and safe working practices.

General requirements

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree qualified in a construction related discipline or currently enrolled in 4th or final year of degree course 	<ul style="list-style-type: none"> • Evidence of further Continued Professional Development
Experience/ Skills	<ul style="list-style-type: none"> • Experience of developing and managing property related contracts in a housing association environment • Proven track record of delivering a high quality, commercial service to external clients • Experience of working with a variety of stakeholders to develop and agree solutions. • Experience in issuing tender enquiries 	<ul style="list-style-type: none"> • Previous experience within the construction industry • Experience of working with a cross section of teams both internally and externally • Experienced in procuring external consultants. • Experience of negotiating contractual claims and variations • Experience of preparing management team financial reports • Experience under JCT contracts

	<ul style="list-style-type: none"> • Experience in appraising tender returns • Experience placing contractor orders • Experience in administering commercial elements of sub-contractor orders • Experience in undertaking forecast of final value and cost assessments • Experience in managing the variation process for sub-contractors and clients • To be methodical, pay attention to detail and be accurate • To be good at working with people at all levels and willing to work in a team. • To be willing to accept responsibility for completing designated tasks. • Ability to analyse and process technical data. • The ability to manage workloads to ensure performance targets achieved. • Good Communication and interpersonal skills. • Well organised; flexible, committed, enthusiastic and innovative. • Negotiation skills and experience • IT Literate: Word, Excel, PowerPoint 	<ul style="list-style-type: none"> • Ability to convey and explain information correctly to all levels • Use logic to identify and solve problems • Good time management skills
<p>Knowledge and Other Relevant Factors</p>	<ul style="list-style-type: none"> • Full, valid driving license and own card required • Ability to travel regionally and nationally • Should be able to visit and inspect construction sites including climbing and descending ladders and scaffolding where necessary 	

Signed:.....
Director

Date:.....

Signed:.....
Employee

Date:.....