

JOB DESCRIPTION

JOB TITLE:	Assistant Quantity Surveyor
GRADE:	G6A Progressing to G5
REPORTING TO:	Senior Quantity Surveyor
RESPONSIBLE FOR:	No Direct Reports

ROLE SUMMARY

The Assistant Quantity Surveyor will be responsible for carrying out all commercial duties including agreeing with contracting partners 'agreed maximum prices', valuing variations, processing valuation payments and agreeing final accounts to ensure successful delivery of repairs and maintenance, cyclical, voids and planned work programmes with internal and external contracting partners.

ROLE PROGRESSION

The Assistant Quantity Surveyor will be graded at G6A and will progress to the G5 salary grading after all desirable personal specified qualifications & experience are attained.

MAIN DUTIES & RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

- Prepare estimates, cost plans, bills of quantities, specifications and schedule of rates for responsive repairs, cyclical works, voids and investment programmes.
- Carry out construction project valuations and certification duties for responsive, cyclical, voids and planned maintenance works.
- Ensure that all valuations and final accounts are produced in a format that allows the Finance team to separate work by component per property for component accounting purposes.
- Deal with 'Open Book' accounting on construction projects and with interim and final accounts with contractors, suppliers and consultants including the resolution of contractual claims and settlement of contracts.

- Responsibility for undertaking financial checks, maintaining financial controls and monitor costs of schemes against budget. Carry out financial checks on completed Repairs and Maintenance job cards as required, and check compliance with CDHG's policies and procedures.
- Carry out regular reviews of all schedules of rates to ensure their continued relevance and produce trend information on usage of rates.
- Undertake analysis of the performance of suppliers and contractors during the contract stage and following contract completion. Check compliance with contract terms and conditions and legal and regulatory requirements.
- Prepare and maintain progress and information charts/documents as required.
- Assisting the Senior Quantity Surveyor to support the performance management framework and monitor the status of relevant performance measures in relation to financial management.
- Liaise with staff in other directorates and with consultants as necessary to ensure the co-ordination and smooth running of projects, including legal services.
- Attend any pre-contract, progress and other related meetings relating to the delivery of CDHG's Services.
- Comply with Health and Safety requirements, particularly with regards to lone working and ensuring own safety.
- Assisting the Senior Quantity Surveyor to prepare, profile, monitor and manage budgets for all construction related activities including responsive repairs, cyclical and planned maintenance.
- Manage a designated budget ensuring that value for money is achieved in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.)
- Manage health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.
- Comply with Group confidentiality and information security policies at all times.
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Educated to a minimum of NVQ Level 3 in a construction related discipline and/or relevant extensive experience in a similar role. 	<ul style="list-style-type: none"> Educated to NVQ Level 4 in a construction related discipline or possessing a relevant professional qualification (RICS or CIOB) and/or relevant extensive experience in a similar commercial management role for a housing provider Evidence of further Continued Professional Development 	<ul style="list-style-type: none"> Application Form Selection Process Pre-employment checks
Experience	<ul style="list-style-type: none"> Experience of developing and managing property related contracts in a housing association environment Proven track record of leading a high quality, high volume customer-led service Demonstrate competence in a housing or technical construction discipline. Experience of working with a variety of stakeholders to develop and agree solutions. Experience of implementing and monitoring Performance Management Systems Experience of working with 	<ul style="list-style-type: none"> Experience of working with a cross section of teams both internally and externally Experience of budgetary control for large projects Experienced in procuring external contractors and consultants. Experience of negotiating contractual claims and variations Experience of preparing management team financial reports 	<ul style="list-style-type: none"> Application Form Selection Process

	various Asset Management Databases		
Skills/knowledge	<ul style="list-style-type: none"> • 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. • A good understanding and use of IT packages e.g. spreadsheets, databases, word processing applications and stock condition databases. 	<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 	<ul style="list-style-type: none"> • Application Form • Selection Process
Values	<p>People first: People are at the heart of everything we do. In our communities the way we listen and respond to people will determine the way we grow. It is only by connecting with and trusting people that living can be fully brought to life.</p> <p>Outstanding delivery: Push</p>		<ul style="list-style-type: none"> • Application Form • Selection Process

the boundaries of customer service and added value through proactive behaviour. Because the smallest detail can make the biggest difference, outstanding must be the new standard and the new routine.

Proud communities: Taking responsibility and feeling confident only occurs when there is a sense of pride and optimism at home. Positive steps lead to more positive steps and as a result, there is an ability to create and seize better opportunities