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| **Job Description** |
| **Post title** | Degree Apprentice (Quantity Surveyor) |
| **JE Reference No** |  |
| **Grade** | Grade 1 |
| **Service** | Regeneration, Economy and Growth |
| **Service Area** | Corporate Property and Land |
| **Reporting to** | Neil Reed – Senior Quantity Surveyor. |
| **Location** | Your normal place of work will be County Hall, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

*Use this section to describe the overall purpose and objectives of the post in clear and unambiguous language. The description should be brief and should represent the main aims of the job.*

As a Quantity Surveyor Degree Apprentice, you will develop skills, knowledge and experience working in Corporate Property and Land.

Joining our client side commercial team, you will assist with the management of all costs relating to our infrastructure services projects based in County Durham. You will be part of our efforts to keep the country moving, working to an exciting investment programme. Our schemes involve projects such as repairs to existing bridges, new roads, office/commercial, industrial, educational buildings from nursery to colleges, and history centre. Working as part of a team alongside the current Quantity Surveyors/Project Managers you will be able to learn and develop your skills within construction. Working alongside the team you will learn all cost aspects of a project, understand the client’s needs, deal with stake holders, value works, produce bills of quantities / measurement , control and record cost change, understand the importance and produce financial reports, becoming an integral part of our team delivering a professional in house service.

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| **Duties and responsibilities** |

To learn and be given training in the required skills and responsibilities over the term of the apprenticeship to then be able to undertake the full range of duties listed below:

* To study and achieve all aspects of the Chartered Surveyor (Degree) apprenticeship
* Develop the skills to provide professional advice and recommendations to clients relating to land, property or construction
* Carry out tasks as instructed by various members of the project management/quantity surveying team, such as measurement for valuations
* Assist in the management and maintenance of the monthly contract cost reporting and forecast final accounts along with cashflow projections.
* Assist in the process of monthly valuations and certification.
* Learn how to and carry out the measurement of buildings to produce Bills of Quantities from design information (drawings & specification etc)
* Assist in the production of Tender Documentation
* Learn how to manage client instructions from engagement to completion
* Learn how to negotiate contracts and prices
* Understand how to analyse data relating to land, buildings or construction
* Understand how to liaise with other professionals typically including legal advisers, architects, engineers, town planners and contractors
* Learn how to advise on procurement routes and tender processes.
* Develop skills to undertake costing and cost planning of construction projects.
* Understand how to manage efficiencies in construction projects
* Develop skills to undertake detailed inspections of buildings, land or construction and analyse information from inspections or visits to buildings, land and construction sites
* Follow due diligence in providing advice to clients

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Level 3 qualifications meeting 120 UCAS points from a combination of acceptable Level 3 qualifications which may include: A level, BTEC Diplomas/Extended Diplomas, Scottish and Irish Highers, Access to HE Diplomas or the International Baccalaureate (applications will be considered from those that have successfully completed a related Level 3 Advanced Apprenticeship, or those with non-standard qualifications and a significant amount of relevant work-based or professional experience)
* Level 2 qualification covering English & Maths e.g. GCSE’s Grade 4 or above or functional skills
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| Experience |  | * Work experience either in a paid or voluntary capacity
* Knowledge of the work carried out by Capital Projects team within Durham County Council
* Evidence of an interest in Surveying e.g. school project
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| Skills & Knowledge | 1. Ability to organise work
* Ability to follow instructions and request additional information when required
* Ability to manage time effectively
1. Ability to work individually as well as a member of a team
2. Commitment to quality
3. Commitment to customer service
4. Good interpersonal skills
5. Ability to communicate effectively both orally and in writing
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| Personal Qualities | * Pleasant manner when dealing with colleagues and customers
* Flexible approach to work
* Willingness to learn
* Enthusiastic
* Self-motivated
* Travel is an essential requirement of the post
 | * A commitment to personal development
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