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| **Job Description** |
| **Post title** | Degree Apprentice (Quantity Surveyor) Electrical |
| **JE Reference No.** | N9701 |
| **Grade** | Grade 1 |
| **Service** | Regeneration, Economy and Growth |
| **Service area** | Building and Facilities Management |
| **Reporting to** | Electrical QS/Estimator |
| **Location** | Your normal place of work will be Meadowfield Depot but you may be required to work at any council workplace within County Durham. |
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| **DBS** | This post **is** 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** |

As a Degree Apprentice (Quantity Surveyor) Electrical, you will develop the skills and competences to provide an electrical estimating/pricing and assessment service to Building and Facilities Maintenance (B&FM) working with feasibility information or detailed designs, providing advice on the cost requirements and delivery of projects.

In addition, there is also a requirement to value electrical works completed and provide valuation/final accounts for larger projects including valuing additional works and variations.

You will be required to deliver timely, quality assured, quantity surveying and estimating activities in conjunction with the other B&FM QS/Estimators. You will assist in the development of the Building and Facilities Maintenance Service by expanding the estimating services offered, growing the customer base and assisting in developing Durham County Council’s portfolio of buildings.

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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 below:

* To study and achieve all aspects of the Chartered Surveying Degree Apprenticeship during the duration of the apprenticeship;
* Health and Safety, project compliance etc; To contribute in the preparation of estimates and valuations;
* Support the Electrical QS/Estimator and other QS/Estimators regarding estimating issues and the provision of an effective estimating service;
* To contribute and prepare electrical estimates for building work in conjunction with operational and estimating staff and ensure that these are undertaken in a consistent manner;
* To ensure that the performance targets set for the Estimating Section are achieved providing information as required to monitor the key performance indicators;
* To promote and develop good working practices and procedures and improve the awareness of staff as appropriate with regards to excellent Health and Safety, project compliance etc;
* To assist the Electrical Manager to develop strategies for improved project and service delivery;
* To ensure all working practices and systems comply with the council’s Quality Management System;
* Ensure the working practices and procedures adopted by employees reflect the council’s approach to the achievement of excellent Health and Safety standards and these are reflected in the approach to estimating work;
* Ensure that the council continues to be a Best Value provider of construction services and strives for excellent customer service;
* Ensure self-compliance and the compliance of any allocated staff with the policies and procedures of Durham County Council;
* Proactively promote the services offered by B&FM to both existing and potential customers as the opportunity arises;
* Responsible for integrating the working practices of the QS/Estimating function into the council as a whole by encouraging a positive teamwork approach;
* Responsible for attaining a Quantity Surveying degree by ensuring consistent and diligent study and completing the required coursework and exams.

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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 the Electrical QS/Estimator.

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Level 3 qualifications meeting 120 UCAS points one of which must be Mathematics at Grade B (6) and another analytical science subject (Biology, Chemistry, Computer Sciences, Physics or Technology), or recognised equivalents or an equivalent e.g. A Levels and BTEC extended diplomas are accepted
* Level 2 qualification covering English and Maths e.g. GCSE’s Grade C/4 or above and functional skills are accepted
 | * A related Level 3 Advanced Apprenticeship
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| Experience | * Awareness of QS duties
* Awareness of office duties
* Experience of Microsoft Packages e.g. Excel, Word, CAD and general computer literacy
 | * Experience of QS duties
* Experience of using interpretation skills in reading from drawings and in the preparation of take offs
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| Skills and Knowledge | * Good communication skills
* Good numerical skills
* Knowledge of ICT applications
* Good organisational skills
* Able to follow instruction
 | * An understanding of local government
* Analytical skills
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| Personal Qualities | * Ability to work as a team member
* Commitment to the concept and values of public service
* A flexible approach to work and a capability to work to deadlines
* Self-motivated and able to work under own initiative, but in accordance with corporate objectives
* Ability to work in partnership with others to forge effective working relationships
* Organised
 | * Ability to plan and organise work
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