

# Job Description

## Job Details

Job Title	Assistant Quantity Surveyor
Department	Property (Delivery team in Asset Management)
Reports To (Job Title)	Senior Quantity Surveyor
Responsible For (Job Title)	N/A
Job Reference No.	HR to complete

## Job Purpose

Assist the Quantity Surveyor in all financial aspects of the Groups investment plan programme and having responsibility of own schemes ensuring effective control across all commercial and financial aspects that will include accurate budget monitoring, contributing to spend profile reviews, raising purchase orders and making Contractor payments in line with Commercial procedure ensuring compliance with all financial governance.

## Key Responsibilities (minimum of 5/6 and maximum of 15)

1. Contribute towards the effective delivery and control of all aspects of pre and post contract quantity surveying responsibilities relating to the planned improvements programme.
2. Monitor and assist as necessary in the production of monthly valuations and cost reports in relation to the Group's Investment Programme and all other projects allocated.
3. Assist and produce accurate cash flows for all allocated projects.
4. Assist the Quantity Surveyor to help place purchase orders, Principal contract orders, monitor Principal contractor accounts, including payment of interim valuations and final account settlement in accordance with Principal contract conditions and Group Financial Regulations and Standing Orders.
5. Assist and ensure that all contractual documentation is completed in accordance with the relevant form of contract for Principal Contractors, subcontractors and consultants.
6. Assist in all aspects of Pre and Post Contract Cost Planning and Cost Checking from project inception to completion.
7. Attend Operational and contractor meetings and work collaboratively with external quantity surveyors to ensure accurate measures and subsequent payments.
8. Deputise for the Quantity Surveyor as necessary
9. Have direct responsibility for the financial management, including the raising of purchase orders and request for payment, for the individual investment projects allocated to you as the appointed Assistant Quantity Surveyor.
10. On-going, effective and respectful challenge of variations and proposed cost increases as well as carrying out re-measures of ongoing and completed works ensuring financial validation of Contractor claims and subsequent payments are made in line with agreed tendered rates and timescales.
11. Ensure the Asset Delivery Commercial Procedure is diligently followed, with any exception escalated to the Contracts Manager and written approval confirmed by the Director of Asset and Sustainability.

12. Ensure commercial risk is effectively managed, reduced and mitigated where possible ensuring, payments made reflect Gentoo's obligations under the contract and in line with Commercial procedure, raising any concerns with the Senior Quantity Surveyor

*\*The list is typical of the level of duties the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.*

## Our Values, designed by colleagues, are what make us, us:

**We care  
about people**



**We take  
accountability**



**We shape  
the future**



**We bring  
leadership**



**We deliver**



### **We're All Accountable For:**

- Being an ambassador for Gentoo. Promoting equality, diversity, and inclusion; leading by example in your actions and demonstrating our values and values in action.
- The Health and Safety of our ourselves and others; this includes adhering to policy, taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care, and taking steps to address and report problems related to Health and Safety.
- Taking a proactive approach to learning and development to be the best you can be. This includes understanding and keeping up to date with all our relevant policies and processes as well as taking advantage of the learning opportunities and resources available to you.
- Keeping things compliant. You will have role-specific and organisational goals. It's important we take these seriously and keep people and information secure and safe.
- Complying with our Information Security policy and report any security breaches to your manager.
- Embracing sustainability and minimising our impact on the environment.

## Person Specification

This Person Specification details the essential skills, attributes, qualifications and experience that are necessary to carry out the role successfully. There may also be additional things which would be desirable however these are not essential requirements.

## Essential to the role:

Full UK Driving Licence	Y
DBS Required	Y

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Developed : Role requires skills at an intermediate level for the main duties of the role.</li> <li>• Effective communication and negotiation skills</li> <li>• High level of numerical skills</li> <li>• Sound knowledge and awareness of forms of contract.</li> <li>• Good knowledge of cost reporting procedures.</li> <li>• Good organisational skills.</li> <li>• Effective communication and negotiation skills.</li> <li>• Proficient with E-bis type systems and MS packages (excel, word, teams)</li> </ul>	<p><b>Education/Training/ Qualifications/Knowledge</b></p> <ul style="list-style-type: none"> <li>• Detailed Understanding : prescriptive knowledge of specific area of specialism and is working towards a recognised degree level qualification in Quantity Surveying or considerable demonstrable and relevant experience.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Significant : minimum 2-3 years in same or similar role</li> <li>• Experience of assisting the Commercial team of managing relationships with customers, internal and external stakeholders to drive efficiencies and financial performance</li> <li>• Experience of assisting the Commercial team managing and controlling large budgets relating to investment and compliance works</li> <li>• Experience of assisting the Commercial team managing contractors' financial performance on all projects and demonstrating excellent negotiation and challenge skills to resolve any issues</li> <li>• Experience of assisting the Commercial team budget management of multiple projects of significant value</li> <li>• Experience of all site measurement requirements across varied internal and external investment works.</li> <li>• Experience with regards assisting the Commercial team in the financial management of multiple schemes ensuring efficiencies are maximised</li> <li>• Experience in the preparation and settlement of interim valuations and final accounts</li> </ul>	<p><b>Attributes/Behaviours</b></p> <ul style="list-style-type: none"> <li>• Willingness to learn</li> <li>• Curiosity</li> <li>• Collaborative</li> <li>• Diligent</li> <li>• Accountable</li> <li>• Ability to work on your own initiative and work as a team.</li> <li>• A 'can do' attitude.</li> </ul>

<p>including appropriate negotiation with contractors' QS teams</p> <ul style="list-style-type: none"> <li>• Experience in creating and maintaining a commercial culture with excellent customer service delivery to ensure all contracts are delivered with value for money</li> <li>• Experience in the evaluation of contract delivery and monitoring unit costs including variation controls</li> <li>• Experienced in the management of the planning process to minimise time and costs and drive improvements in efficiency</li> <li>• Experience in the financial negotiation with Principal Contractors, contractors and sub-contractors to ensure a cost effective service</li> </ul>	
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## Desirable:

We would also love you to have the following, but these are not essential:

<b>Skills</b>
•
<b>Education/Training/ Qualifications/Knowledge</b>
<ul style="list-style-type: none"> <li>• Knowledge and understanding of the Building Safety Act</li> <li>• Knowledge and understanding of the CDM regulations 2015</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Project / Site management experience</li> <li>• Large scale Social Housing, planned investment schemes</li> </ul>

## Budget and People Management Responsibility Proforma

This proforma is to be used for roles which have budget/people manager responsibilities.

	Y/N	
You will be a budget holder?	Y	Up to £ 10,000,000
You will manage people?	N	0 direct reports 0 indirect reports