L&Q Group

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| **Role title** | Assistant Quantity Surveyor | | | | | | | **Date** | | 01/08/17 | |
| **Reports to Title** | Senior Surveyor/Managing Surveyor | | | | | | | **Version** | | 1 | |
| **DBS Disclosure Required:** | **Yes** |  | **No** | **✓** | **Standard** |  | **Enhanced** |  | **Enhanced +** | |  |
| **Responsibility for End Results** | | | | | | | | | | | |
| PurposeTo ensure the financial and contractual interests of L&Q through best value in relation to project procurement and proper control of all contractual interests arising there from. | | | | | | | | | | | |
| **Key Responsibilities / Deliverables:** | | | | | | | | | | | |
| **Main Accountabilities:** List the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%. | | | | | | | | | | | ***Time***  ***(%)*** |
| 1. Leadership and management including customer service/ values - Contribute to the business’s performance and customer service delivery whilst operating in line with L&Q group values. Lead, motivate, communicate with, develop, appraise and performance manage staff to ensure they are fully motivated to achieve best performance. Ensure that poor performance is managed via support, training or disciplinary action as appropriate. Recognise and encourage excellent performance. | | | | | | | | | | | 20 |
| 1. Strategy/ achieving objectives - Ensure focus on all matters required to achieve objectives and key performance indicators. The role has full financial and legal accountability for individual schemes allocated. Ensure the business interests are maintained as required administrating and notifying of all matters relating to contract and subcontract. | | | | | | | | | | | 20 |
| 1. Working with others – internal - Work collaboratively with all colleagues in Development and Sales and within the wider L&Q group as necessary. Ensure effective communication is maintained with all departments, e.g. accurate up-to-date cost advice for Project Managers. | | | | | | | | | | | 20 |
| 1. Working with others – external - Maintain relationships with key stakeholders and partners, including subcontractors, suppliers, etc. Contribute to corporate stakeholder management. Where required, represent L&Q on external working groups and positively promote the Group. | | | | | | | | | | | 20 |
| 1. Budgetary responsibility - Authorise spend up to agreed levels whilst maximising cost effectiveness. Ensure timely and accurate payments of subcontractors with supporting documentation. Prepare Contract cash flow and monitor on monthly basis. | | | | | | | | | | | 5 |
| 1. Compliance - Ensure Quadrant Construction’s H&S procedures under the job holder’s control are complied with. | | | | | | | | | | | 5 |
| 1. Records and systems - Maintain all necessary records and systems are kept in accordance with procedures. E.g. financial reporting on contracts. | | | | | | | | | | | 5 |
| 1. Risks - Manage risks associated with areas under the jobholder’s control. | | | | | | | | | | | 5 |

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| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. | | | |
|  | | | |
| **People Responsibility:**  Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range. | | | |
|  | | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | | 1 | 1 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities. | | | |
|  | | | |
| **Technical Knowledge/Skills** | | | |
| List of technical knowledge/ skills required to successfully perform the job role; including professional qualifications | | | |
| * Good analytical skills - must be highly numerate - **Essential** | * Good prioritisation and co-ordination skills and the ability to multi task and meet deadlines - **Essential** | | |
| * Degree or HNC level in a related discipline or equivalent experience – **Essential** Professionally qualified member of CIOB/RICS - **Desirable** | * Construction sector experience within a QS role – **Essential** experience within a house builder or social housing environment – **Desirable** | | |
| * Demonstrable collaboration, stakeholder management, negotiation and influencing skills - **Essential** | * Excellent written and oral communication skills - **Essential** | | |
| * Computer literate with a good proven competency in MS Office - **Essential** |  | | |
| **L&Q Values** | | | |
| These are our guiding principles. They describe how we deliver our mission and vision through our behaviours and actions. | | | |
| **People** | | | |
| * We care about the happiness and wellbeing of our customers and employees | | | |
| **Passion** | | | |
| * We approach everything with energy, drive, determination and enthusiasm | | | |
| **Inclusion** | | | |
| * We draw strength from our differences and work collaboratively | | | |
| **Responsibility** | | | |
| * We own problems and deliver effective, lasting solutions | | | |
| **Impact** | | | |
| * We measure what we do by the difference we make | | | |
| **Other** | | | |
| * Commit to supporting L&Q’s environmental policy and social mission * I will comply with all L&Q Health and Safety policies and procedures and commit to working towards best practice in the control of health and safety risks | | | |