

## Role Profile

<b>Role Title:</b>	Trainee Surveyor
<b>Reports to:</b>	Project Surveyor, Senior Surveyor or Managing Surveyor
<b>Location</b>	Harold Wood, Essex, with some travel to sites, or site based

<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>• Under the guidance of a more experienced surveyor, assist with the management of day to day commercial aspects of construction projects to protect the Company's interests and maximise the margin achieved, whilst fostering good customer relationships to secure future work.</li> <li>• Assist with ensuring that procurement, reporting and other commercial functions are carried out in a timely manner and in compliance with the TS Management System.</li> </ul>
<b>Key Interfaces:</b>	Client representatives, internal health and safety/senior management/project team members, supply chain, design consultants, site based staff, members of the public, and other external project stakeholder and approval bodies
<b>Accountabilities:</b>	<ul style="list-style-type: none"> <li>• Ensure that the Company Health and Safety policy is complied with at all times, putting safety above all other considerations</li> <li>• Contribute to the management and development of relationships with customers and project stakeholders to promote the Company's good reputation</li> <li>• Take part in the tender handover process to gain a full understanding of the submitted tender and requirements of the contract. Assist with checking contract documents prior to execution</li> <li>• Assist with the production and maintenance of the following:             <ul style="list-style-type: none"> <li>○ Procurement Summary</li> <li>○ Prelims budget</li> <li>○ Valuation Schedule and Cashflow (entered on Connect)</li> <li>○ Design Release Schedule</li> <li>○ Information Required Schedule</li> <li>○ Main Contract Deliverables Schedule (entered on Connect)</li> </ul> </li> <li>• Contribute to the carrying out of commercial activities, to include:             <ul style="list-style-type: none"> <li>○ Appointment of designers and procurement of subcontractors</li> <li>○ Obtaining bonds and special project insurances (e.g. 6.5.1)</li> <li>○ Liaise with purchasing team re material procurement</li> <li>○ Regular visits to site and liaison with site team to ensure a thorough understanding of all site activities</li> <li>○ Measure and value subcontract and upline accounts, ensuring valuations are certified on time, cash flow is actively managed, and that final accounts are agreed in a timely manner</li> <li>○ Contribute to the production of customer progress reports</li> <li>○ Process subcontract payments, making sure that payment/pay less notices are issued on time</li> <li>○ Preparing accurate CVR reports</li> <li>○ Assist with the management of supply chain claims and in the preparation of upline claim submissions</li> <li>○ Regularly review records to establish that they are being maintained by the project team to protect the Company's commercial position and escalate any concerns</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with key internal and external stakeholders as directed to ensure prompt and effective resolution of issues to facilitate successful project completion</li> <li>• Assist with provision of commercial support to the project team in managing contractual aspects of the project, with particular regard to: <ul style="list-style-type: none"> <li>○ Programme and extensions of time</li> <li>○ Efficient resource utilisation</li> <li>○ Design development/value engineering</li> <li>○ Change management</li> <li>○ Defects management</li> </ul> </li> <li>• Assist with carrying out commercial project completion activities to include: <ul style="list-style-type: none"> <li>○ Agreement of subcontract and customer final accounts</li> <li>○ Reclaim deposits</li> <li>○ Contribute to the post contract review processes to ensure that all documentation is complete and accurate, lessons learnt are captured, and supply chain performance ratings are entered on Connect</li> </ul> </li> <li>• Actively develop own knowledge and capabilities relevant to job role</li> <li>• Support the Company's commitment to sustainability</li> </ul>
<b>Skills, Experience and Qualities:</b>	<ul style="list-style-type: none"> <li>• Has at least a basic understanding of key health and safety, environment and sustainability requirements for construction projects</li> <li>• Good numeracy, literacy, analytical and communication skills</li> <li>• Studying for a higher education qualification in quantity surveying (or similar)</li> <li>• Actively seeks to develop knowledge and experience</li> <li>• Understands the importance of customer focus and the need to build strong lasting relationships with clients and teams</li> <li>• Well organised, with a planned, disciplined approach to work</li> <li>• Adept at using Information Technology</li> </ul>
<b>Behavioural Competencies</b>	
<b>Personal Effectiveness</b>	<ul style="list-style-type: none"> <li>• Proactive, plans ahead and prioritises own tasks</li> <li>• Adopts a professional, organised approach, and is well presented</li> <li>• Knowledgeable within own job role and seeks advice/guidance where appropriate</li> <li>• Pays attention to detail</li> <li>• Passionate about quality</li> <li>• Driven and hungry for success</li> <li>• Identifies problems and seeks solutions</li> <li>• Takes initiative/looks for better ways of doing things</li> <li>• Adopts a positive, flexible and adaptable approach</li> </ul>
<b>Commercial Awareness</b>	<ul style="list-style-type: none"> <li>• Understands the need to minimise costs and obtain value for money</li> <li>• Aware of the importance of meeting financial targets</li> </ul>
<b>Effective Teamwork</b>	<ul style="list-style-type: none"> <li>• Treats others with respect</li> <li>• Listens to others' point of view</li> <li>• Works cooperatively and makes a positive contribution to the team</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Communicates in an open and honest way</li> <li>• Is approachable and responsive</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicates concisely, courteously and accurately both verbally and in writing</li> <li>• Shares information with appropriate parties, whilst understanding and respecting the need for confidentiality</li> <li>• Puts appropriate communications in place to protect Company commercial interests</li> <li>• Contributes to team and individual discussions</li> <li>• Reads and interprets relevant material</li> <li>• Resolves queries promptly and effectively</li> </ul>
<b>Customer Oriented</b>	<ul style="list-style-type: none"> <li>• Always considers the customer's point of view</li> <li>• Passionate about delivering excellent customer service</li> <li>• Delivers a high standard of workmanship</li> <li>• Inspires customer confidence</li> <li>• Does what they say they will do</li> <li>• Manages customer expectations</li> </ul>
<b>Safety, Health &amp; Environment</b>	<ul style="list-style-type: none"> <li>• Puts safety before all other considerations</li> <li>• Complies with safety requirements</li> <li>• Raises concerns about health, safety and environmental issues promptly</li> </ul>