

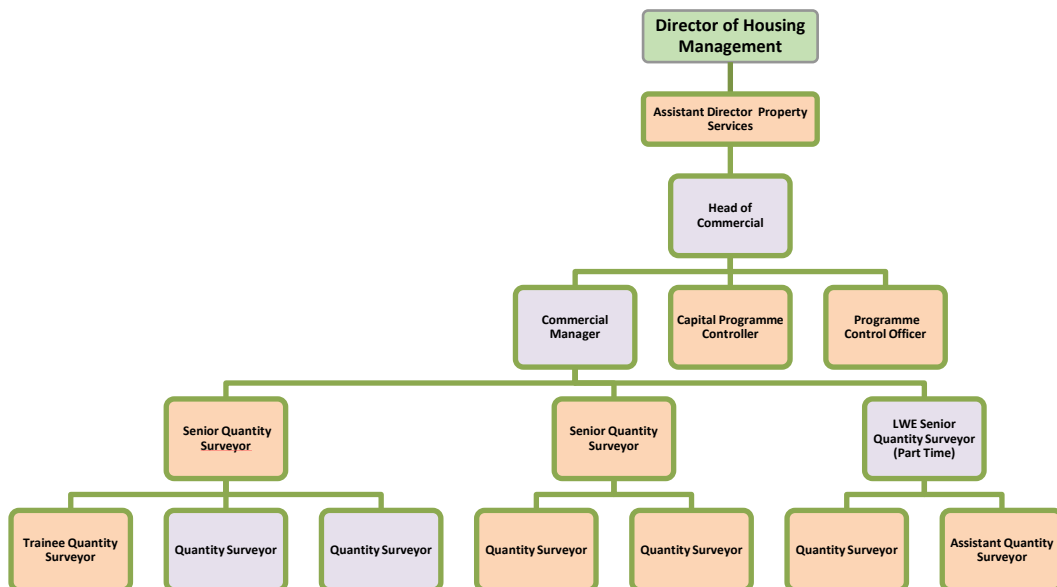
JOB DESCRIPTION

Job Title	Trainee Quantity Surveyor
Directorate	Property & Social Investment Team
Service	Commercial Team
Grade	E

Employees directly supervised
(if applicable):

None

Family Tree (job titles only, no employee names)



1. JOB PURPOSE:

- To provide support in managing the commercial area of the business.
- To provide commercial support to the procurement, operations and planning teams.
- To accurately measure and value the works undertaken by the operational teams and contractors on site and, where necessary, gather and provide records to substantiate cost and demonstrate value.
- To determine with others contractual responsibility & respective evaluation.
- To seek to minimize the costs of the service and enhance value for money, while still achieving the required service standards and quality.
- To ensure the invoicing process is completed in a timely and organized manner.
- To oversee minor projects. To provide support with the management of contractors.
- To assist with procurement & framework responsibilities related to both Consultants & Contractors with particular emphasis on pricing mechanisms & commercial evaluation.

2. DESCRIPTION OF DUTIES:

- Financial monitoring, management and reporting of all costs relating to specific assigned projects.
- Assisting with feasibility studies.
- Performing cost control and monitoring including measuring works on site to value variations.
- Review with Consultants the accounts submitted by contractors, challenge value completed and certify for payment.
- Undertake site inspections/ audits and check quantities claimed for various schemes including cyclical as well as kitchen & bathroom works.
- Assisting with driving service improvements.
- Assisting with preparing tender and contract documents and analyzing tender returns.
- Overseeing simple projects and managing contractors.
- Collating information to provide advice on contractual claims.
- Ensuring all commercial areas are managed in accordance with contract and finance rules.
- Instigating value engineering & risk management initiatives as directed.
- Assist with development of methodologies to measure productivity & seek improvements.
- Understanding the implications of health and safety regulations.

Carry out other duties and responsibilities, as required, and as requested by the other members of the management team.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Trainee Quantity Surveyor
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications HNC / HND Qualification in a Construction related topic, or equivalent relevant experience in similar subject matter
C	Skills; Experience and Attitude - Knowledge of current building and construction technology, and cost planning - Experience of providing financial management in Housing management or comparable sector - Experience of procurement related to documentation & tender analysis - Forward thinking and interested in developing smart ways of working with colleagues to realise client and operational objectives. - Able to demonstrate working collaboratively - Strong organisational skills with an ability to multi-task on different projects - Excellent attention to detail and commercial awareness - Excellent computer skills including collating and analysing data and report writing - Good written and verbal communication skills.

	Our Values & Behaviours
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued

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WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.