

ROLE PROFILE

ROLE TITLE	Assistant Quantity Surveyor
DEPARTMENT	Commercial
DIRECTORATE	Orbit Homes
RESPONSIBLE TO	Senior Quantity Surveyor
RESPONSIBLE FOR	None

ROLE PURPOSE	<i>One or two sentences giving a simple statement of why the role exists</i>
<p>To assist the Commercial team in the control and management of all development costs from the original budget to final accounts and development completion.</p> <p>To support the procurement and management of the supply chain to minimise development costs to ensure value for money and cost effective, quality and timely construction.</p>	

ACCOUNTABILITIES / RESPONSIBILITIES	<i>Statement of the main areas of accountability and responsibility</i>
<ul style="list-style-type: none"> • To carry out the role of assisting with managing costs relating to all aspects of site development. • Assist in preparing tenders, procuring subcontractors, and placing orders utilising the Company's valuation and ordering system. • To utilise the Company's payment system and assist in the payment of Sub-Contractors in line with Company policy and procedures. • To manage subcontract packages from procurement to final account and report on the individual packages at the monthly CVR meetings. • To undertake basic taking-off of quantities from construction drawings or computer software. • The ability to re-measure construction activity on site (eg brickwork, fencing). • To assist with the preparation of monthly site valuations. • To assist with the preparation of monthly Affordable valuations. • To attend site to undertake site progress reviews and meet with Contractors where necessary. • To liaise with the Sales Department, Site and Contractors to ensure sales variations are issued in a timely fashion and associated costs/profit margin are recorded. • The ability to minimise the costs of a project and enhance value for money. • The ability to get on with people together with communication, meeting and management skills and experience in dealing with multi-disciplined teams. • Basic understanding the implications of health and safety regulations. • General liaison and co-ordination between other parties, both internal and external. • Act in accordance with Orbit Group values, policies and procedures. 	

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS	<i>The tools needed to do the role</i>
Essential	<ul style="list-style-type: none"> • A basic technical knowledge of all aspects of Housing development. • A minimum Level 4 HNC in Construction or equivalent with some experience on new build developments. • Continual improvement in the general knowledge of the construction industry. • The ability to work with the minimum amount of supervision. • Able to work under pressure and meet deadlines. • Good analytical skills. • Good organisational skills. • Good communication skills. • Good presentation skills. • Good negotiation skills. • IT literate with good knowledge of MS Word and Excel • Ability to produce reports on required subject matter. • Ability to pass on experience and to ensure the Trainee Surveyor is supported in their role.

Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	