Trainee Quantity Surveyor
Acivico, 1 Lancaster Circus, Queensway, Birmingham, B4 7DG
£19,238 - £24,717
(12 Months Fixed Term Contract)
Working 36.5 hours per week

Acivico is an exciting new services company for clients across the private and public sector. We offer a flexible responsive service, including design, construction, facilities management and building control.

Acivico is a wholly owned company of Birmingham City Council and as such employees enjoy a friendly and supportive working environment, excellent benefits package including the Local Government pension’s scheme, good annual leave entitlement, flexible working hours and good career development prospects.

You will provide the full range of quantity surveying services on a diverse range of project types working as part of a multi-disciplinary professional team. You will undertake all aspects of the quantity surveying function including feasibility work, cost planning, contract procurement and final account preparation.

Ideally you will have successfully completed year 2 of an RICS accredited BSc degree course in Quantity Surveying and be engaged upon or invited to continue with year 3.

For informal enquiries contact Mrs Nerdip Bhachu 0121 303 6571

Ref: AC0502016

Closing date : 2nd December 2016

‘Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed’. 
Job Description

Post: Trainee Quantity Surveyor – (FTC)  
Salary/Grade: GR3

Division: Programme and Project Delivery  
Section: Value and Cost Management

1. Job Purpose
   1.1 Responsible to the Principal Quantity Surveyor in providing a full range of professional services to internal and external clients.
   1.2 To represent Acivico at a project level and in managing programmes of work, maintaining the highest possible standards of design and construction.
   1.3 Support the Principal Quantity Surveyor to contribute knowledge and experience into a market-led / customer-focused business plan aimed at growing the reputational value, customer base and profitable income of Acivico.
   1.4 To work flexibly and exhibit and endorse the stated vision, values and behavioural traits of the organisation.

2. Duties and Responsibilities

   Customer Retention and Market / Opportunity Development (including Acivico Market Profile and New Service Solution / Product Development)

   2.1 Duties and responsibilities may include any of those detailed below and may be varied according to the needs of the designated service area(s); they may also include any other duties that are commensurate with the grade and nature of the post.

   2.2 To contribute to and support new business sales and marketing campaigns related to the team.

   2.3 To generate income to achieve or exceed agreed financial performance targets.

   2.4 To build and develop collaborative relationships with colleagues, key customers, and stakeholders.

   2.5 To maintain an awareness of external factors (including competitors, construction developments, government business initiatives, current and proposed legislation in relation to commercial activities) which impact the business and communicating such information and any subsequent changes to the Team.
2.6 To contribute to and support the development and implementation of improved professional services, including service improvement, customer satisfaction, public relations, marketing, performance management and other emerging business initiatives.

2.7 To represent the company externally e.g. at networking events, conferences and exhibitions to enhance and strengthen the company’s profile and optimise all business development opportunities.

2.8 To demonstrate excellent negotiation and influencing skills to benefit the organisation.

Specific Job Requirements

2.9 Responsible to the Principal Quantity Surveyor in delivering high quality value and cost management services to Acivico’s client portfolio.

2.10 As a Trainee Quantity Surveyor you will undertake a comprehensive and varied training programme which will include attendance at University on an RICS accredited course of study.

2.11 To plan, arrange and make decisions on project work within defined Acivico policy, guidelines and directives.

2.12 To assist in conjunction with senior staff in providing project teams with expert quantity surveying advice and technical expertise including advising on the planning, programming and management of capital projects.

2.13 To assist in conjunction with senior staff in providing advice on meeting both client and project objectives, including the use of appropriate methods of procurement, relevant forms of contract and advice on funding.

2.14 To undertake under the appropriate level of supervision all aspects of the quantity surveying function including feasibility, cost planning, document production, contract procurement, final account preparation and cost control.

2.15 To ensure all work is undertaken in compliance with Standing Orders, Financial Regulations, Codes of Conduct, office instructions and other requirements of Acivico.

2.16 To assist Senior Managers in improving the quality of design, achievable sustainable development and consideration of whole life costing; selection of procurement routes, project delivery and achievement of current best practice.

2.17 To provide accurate and timely financial and project information to meet the needs of Acivico’s recharging / management information systems.

2.18 To refer complex issues, service disputes and client complaints to the Principal Quantity Surveyor.

Operational Performance
2.19 To focus on striving for excellence by generating additional income and driving out unnecessary waste through continuous process improvement.

2.20 To contribute to ensuring that all commercial activities meet or improve on budget, cost and efficiency targets (Key Performance Indicators) in line with business objectives.

2.21 To ensure compliance with all the requirements of Acivico’s Quality System BS EN ISO 9001 and ISO 14001.

People Skills

2.22 Ensuring good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.

2.23 To comply with the full range of relevant HR procedures in accordance with Acivico’s policies.

2.24 To ensure compliance with all statutory requirements (e.g. health & safety etc.) and the implementation of a positive Health & Safety culture that has ownership at all levels.

Finance and Commercial (Contracts) Performance

2.25 To contribute to the profitability, efficiency, continuous development and compliance of any client contracts / agreements within the service area.

2.26 Any other duties as commensurate with the post.

3. Supervision Received

3.1 Supervising Officer Job Title

Principal Quantity Surveyor

3.2 Level of Supervision

Left to work within established guidelines subject to scrutiny by supervisor.

4. Supervision Given (excludes those who are indirectly supervised i.e. through others).

N/A

5. Special Conditions
Observance of the City Council’s Equal Opportunities Policy will be required.
Person Specification

Job Title: Trainee Quantity Surveyor – (FTC)  
Grade: GR3

Division: Programme and Project Delivery  
Section: Value and Cost Management Programme

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;  
T. = Test or Exercise; C. = Certificate; P. = Presentation; AC = Assessment Centre.

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<th>CRITERIA</th>
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<td>Experience (Relevant work and other experience)</td>
<td>Minimum of 2 years experience working in a Quantity Surveying position either within a Quantity Surveying office or other construction related organisation, or engaged in academic training related to the Quantity Surveying profession.</td>
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<td>Experience of working to targets and deadlines.</td>
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<td>Some experience of the different Standard Forms of contract used in the industry.</td>
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<td>Skills and Ability e.g. written communication skills, dealing with the public etc.</td>
<td>Have good literacy and numeracy skills.</td>
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<td>Ability to work effectively in multi-disciplinary teams.</td>
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<td>Ability to demonstrate a high level of understanding of the role of the Quantity Surveyor.</td>
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<td>Ability to prioritise work and make decisions.</td>
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<td>Ability to communicate effectively across different groups or teams.</td>
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<td>Training</td>
<td>Awareness of and an empathy with diversity and equal opportunities issues.</td>
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<td>Have a commitment to undertaking and completing a comprehensive training programme including day release at University.</td>
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<td>A knowledge of the various stages in the design and construction of projects.</td>
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<td>An understanding of the various Standard Forms of Contract used in the industry.</td>
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<td>An appreciation of information technology and specifically its potential uses in the Quantity Surveying profession.</td>
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| Education/Qualifications       | Training and development required to be undertaken and to complete the Royal Institution of Chartered Surveyors Assessment of Professional Competence. |
|                                | To have successfully completed year 2 of an RICS accredited BSc degree course in Quantity Surveying and be engaged upon or invited to continue with year 3. |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.