

Quantity Surveyor – Asset Management Person Specification

What are we looking for?		How will we check if you have it?
Qualification	<ul style="list-style-type: none"> HNC or equivalent in Commercial Management, Membership of CIOB / RICS 	Application form
Experience	<ul style="list-style-type: none"> Minimum of 5yrs experience in property surveying role, SOR schedule of rates or quality manager role in the UK property/Housing sector. 	Application form
	<ul style="list-style-type: none"> Managing your own performance so that your targets are met. 	Application form/interview
	<ul style="list-style-type: none"> Demonstrable previous experience of writing in depth inspection reports, preparing schedule of works and programming and project management responsibility. 	Application form/interview
Knowledge and Skills	<ul style="list-style-type: none"> Strong knowledge of cost control principles and practices within the construction industry. 	Application form/interview
	<ul style="list-style-type: none"> Excellent analytical skills with a keen attention to detail. 	Application form/interview
	<ul style="list-style-type: none"> Able to work under pressure 	Application form/interview
	<ul style="list-style-type: none"> Ability to project manage a range of specialist contractors and supply chain 	Application form/interview
	<ul style="list-style-type: none"> Ability to make concise factual reports both verbally and in writing and produce detailed specifications 	Application form/interview
	<ul style="list-style-type: none"> Ability to prepare detailed budget plans and reports for senior management 	Application form/interview
	<ul style="list-style-type: none"> Ability to keep abreast of changes in construction and service technologies and standards 	Application form/interview
	<ul style="list-style-type: none"> Proficient in using quantity surveying software and tools for estimating costs. 	Application form/interview

Knowledge and Skills	<ul style="list-style-type: none"> • Excellent communication skills with the ability to liaise with internal teams and contractors. 	Application form Interview
	<ul style="list-style-type: none"> • Ability to effectively engage and manage positive working relationships with contractors. 	Application form/interview
	<ul style="list-style-type: none"> • Ability to use a range of IT systems including specialists packages to intermediate level. 	Application form
	<ul style="list-style-type: none"> • An understanding of the external environment in which we operate 	Application form/interview
	<ul style="list-style-type: none"> • Able to attend occasional evening meetings and meet customers out of normal working hours 	Interview
	<ul style="list-style-type: none"> • Access to own transport for business use 	Application form
	<ul style="list-style-type: none"> • Proficient in using quantity surveying software and tools for estimating costs. 	Application form
	<ul style="list-style-type: none"> • Experience in managing cost forecasts, tracking material price trends, and reporting financial data. 	Application form
	<ul style="list-style-type: none"> • Strong analytical skills to identify cost-saving opportunities and trends in expenditure. 	Application form
	<ul style="list-style-type: none"> • Proficient in using quantity surveying software and tools for estimating costs. 	Application form
	<ul style="list-style-type: none"> • Proficient in Microsoft Excel and financial tracking tools. 	Application form
	<ul style="list-style-type: none"> • Ability to quantify, scope, and validate works efficiently. 	Application form
Core Competencies	Networking <ul style="list-style-type: none"> • Able to build positive relationships with contractors and internal staff. • To liaise with internal colleagues and promote financial awareness. 	Application form, Interview
	Customer Focus <ul style="list-style-type: none"> • Able to manage customer expectations and apply organisation policies • Understands diversity issues and provides appropriate service Identifies ways to continually improve customer service	Application form, Interview

Core Competencies	Project management: <ul style="list-style-type: none"> Ability to manage multiple work streams with outside input and ensure that all key deadlines are met. 	Application Form, Interview, Test
	Communication <ul style="list-style-type: none"> Communicates in a clear and understandable way Selects the most appropriate mode of communication for the audience. Demonstrates a confident approach to speaking in meetings and in public. 	Application Form, Interview, Test
	Working with Others/Team Work <ul style="list-style-type: none"> Builds rapport and good working relationships with team members and other colleagues within the organization. Uses initiative to get things done. Has a constructive approach when dealing with conflict or differences. 	Interview
	Achieving Results and Quality Focus <ul style="list-style-type: none"> Demonstrates understanding of what business/department is trying to achieve. Follows organisation procedures. Consistently works to achieve high standards of quality. Actively solves problems and seeks better ways of doing things. Achieves results even in difficult or challenging situations. 	Application and interview
	Financial Awareness <ul style="list-style-type: none"> Uses statistics and numerical information to inform decisions and activities and is able to set budget estimates and ability to control costs within them. 	Application and interview
	Planning and Organising <ul style="list-style-type: none"> Ability to manage multiple works streams at once, by prioritizing works to meet deadlines Plans ahead and includes others in planning Is able to produce monitoring reports within agreed timescales. 	Interview
	Managing Change and Innovation <ul style="list-style-type: none"> Demonstrates a positive attitude to change Adapts to new working conditions and methods constructively Supports others to overcome difficulties with change Produces ideas for improvements. New activities and problem solving 	Application and interview

Core Competencies	Judgment and Decision Making <ul style="list-style-type: none"> • Draws on past experience and knowledge to ensure sound decisions • Gathers information and researches adequately • Consults with appropriate others to seek advice, views and problem solve • Understands the impacts of decisions made • Is able to take responsibility for difficult decisions 	Test
	Influencing and Negotiation <ul style="list-style-type: none"> • Holds constructive discussions with others • Uses a range of styles and sound arguments to convince others • Listens to others and is prepared to negotiate when appropriate 	Application and interview