

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