

Quantity Surveying Apprentice Job Description

Job title:	Quantity Surveyor Apprentice
Directorate:	Property Services
Department:	Asset Management and Development
Responsible to:	
Grade and training	<p>Your salary will increase as you progress through your apprenticeship:</p> <ul style="list-style-type: none"> • 0 – 6 months: £7,973 • 7 – 12 months: £9,165 • 13 – 24 months: £13,062 (rising to £16,539 when you turn 21 years of age) <p>Please note these are based on 2017 pay scales and may be subject to incremental change.</p> <p>Northampton Partnership Homes will support your career development by supporting you in completing a BSc in Quantity Surveying on a day release basis</p>
Date Written / Updated:	December 2017

Main Job Purpose:	As an Apprentice Quantity Surveyor you will work with a team of Building Professionals while developing your own skills, knowledge and experience.
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Day to Day duties

As a Quantity Surveying Apprentice you will be an important part of the team, assisting in the full range of Quantity Surveying Duties for development (new build) and regeneration (investment) construction projects. This will include assisting the team in:

- Scoping out new projects
- Estimating the cost of new projects
- Gathering information on products
- Taking part in and arranging events in the community when new ideas are being considered

- Creating reports which recommend new projects
- Creating documents for contractors to submit price proposals for new projects
- Evaluating proposals from contractors and recommending contractors
- Producing the documentation for contracts for new projects
- Monitoring how projects are progressing
- Inputting data into NPH's Property Data Base
- Checking works have been completed
- Approving and processing payments for works that have been completed
- Liaising with contractors by phone and email
- Taking part in meetings with contractors
- Dealing with enquiries
- Liaising with other Teams within NPH such as the Finance Team and Communications Team

General Responsibilities:

- To implement and positively promote equal opportunities in service delivery and employment practices.
- To take due responsibility and set an example for the health and safety of yourself and other individuals.
- To undertake training and attend meetings as required and directed by your line manager.
- To ensure compliance with Northampton Partnership Homes' Equality & Diversity policy at all times.
- To take responsibility for managing, monitoring and reducing risk within Northampton Partnership Homes.
- To be committed to delivering a service that is value for money.

Values and Attitude

Employees of NPH are expected to support delivery of the organisation's mission, vision and values as part of their day to day work.

In return, you will be supported by your Line Manager through supervision and support, listening, training and development and the best resources that we are able to provide to help you give *your best*.

Quantity Surveying Apprenticeship – Person Specification

OBJECTIVE	ESSENTIAL
EDUCATION/TRAINING	
Minimum actual or forecast of 120 UCAS points	X
Four GCSEs grade C or above including Maths and English or equivalent Please note: If English is not your first language you will need a certificated level of proficiency of at least IELTS 6.0 (Academic level) or equivalent English Language qualification) to meet university admission requirements	X
Willingness to study towards and complete BSc in Quantity Surveying through the Apprenticeship Route with Anglia Ruskin University	X
SKILLS, INTEREST AND EXPERIENCE	
To have an interest in a career in construction and a good work ethic	X
Experience of dealing with members of the public, gained through voluntary or paid work experience	X
Friendly and approachable and a good team player	X
The ability to work under pressure and work to deadlines	X
Good communication and interpersonal Skills: both written and verbal	X
Practical and logical qualities and a methodical way of thinking	X
Creative and innovative approach to problem-solving	X
Knowledge and experience of Microsoft Office Programmes (e.g. Word, Excel, and Outlook).	X
Good with numbers and attention to detail	X

NB: This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's discretion in the future. As a general term of employment, NPH may make any necessary change in job content, or may require the post holder to undertake other duties, at any location in NPH's service relevant the employees remuneration, role, skills and experience.