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| **Company Name: VolkerHighways Ltd** |
| **Business Unit: Lighting** | **Contract No & Name: C12019** |

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| **Role:** | Assistant QS  | **Reports to** (Business)**:** | Lighting |
| **Location:** | High Wycombe | **Reports to** (Function)**:** | David Fish |
| **Current Job Holder:** | Kris Munt |

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| **Overall Role Purpose:** |
| Reporting to the Senior Quantity Surveyor, the Assistant QS is required to assist Senior Surveyors in their duties operating Street Lighting contracts outside of London. These contracts include Poole, Bournemouth, Reading, Slough, Wokingham, Luton and various scheme works.  |

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| **Key Accountabilities:**(describe the key tasks and responsibilities the job-holder has on an on-going basis) |
| **Key Accountabilities** (describe the key tasks and responsibilities the job-holder has on an on-going basis)**1. GENERAL:*** Assist the procurement process to maximise profit and help ensure subcontract orders are placed on time and in accordance with the company policy.
* Be aware of the contractual requirements of each contract.
* Act in VHL’s best commercial interests at all times.
* To act professionally at all times.
* Work with and develop the trainee surveyors on each site.

**2. TENDER:*** Assist the Bid team as required.

**3. PRE-CONSTRUCTION:*** Understand the project, our tender offer, and review the tender documents.
* Understand and be aware of the tender book allowances, risk and scopes.
* Assist in the establishment of the first profit and loss forecast.

**4. CONSTRUCTION:****The Project team:*** Ensure you are aware of your roles and responsibilities with particular reference to VolkerHighways’s commercial interests.
* Help to maximise staff morale
* Ensure you effectively and appropriately communicate between all members of staff.
* Attend regular internal meetings held and ensure your actions are closed out quickly.

**Subcontract management:*** Assist in the preparation of sub-contract documentation.
* Assist in the accurate measurement of the subcontractors works
* Ensure records are kept of subcontractors work and validate the legitimacy of any account records provided by the subcontractor
* Prepare sub-contract payment notices for approval in accordance with the Local Democracy, Economic Development and Construction Act 2009 (LDEDC). In particular managing AA lighi=tings account for the business.
* Assist in the subcontractor appraisal process.
* Produce subcontract payments for approval on the basis that the work has been carried out in accordance with the contract and to the correct quality
* Assist in the compilation of specific subcontractor liabilities and accruals

 **Procurement:*** Prepare comprehensive sub-contract comparisons.
* Carry out your duties in accordance with the subcontract and material procurement schedules
* Carry out your procurement duties in accordance with the commercial policy.
* Report on purchase orders to analysis is we are procuring efficiently for orders below £5k

**Client:*** Assist in the production of Main Contract Valuations/ Applications.
* Assist in the production of CVRs (Cost Value Reporting).
* Present Main Contract Valuations or sections thereof where deemed appropriate.
* Maintaining VolkerHighways Ltd commercial interests whilst also maintaining professional relations with the Client.

**Commercial:*** Keep accurate records of site activities undertaken and events
* Assist in the production of the monthly commercial reports so that they are produced on time
* Assist in the production of the back up to the monthly commercial reports produced in accordance with the VolkerHighways Ltd Commercial policy.
* Ensure subcontract payments are based on accurate valuation and are made on time
* Identify risks and bring them to the attention of your manager on an on-going basis
* Minimise waste
* Be accountable for programme awareness and understanding
* Develop an understanding of the different programme types weekly, as-built, construction, target and contract

**Health and safety, environment and quality:*** Assist the Project Manager in ensuring that the project complies with the company HSEQ policy
* Report any infringements to the company’s HSEQ policy observed.
* Assist in ensuring that all sub-contractor’s contractual requirements are in line with VolkerFitzpatrick Ltd’s HSEQ policy and that they are
* Remember that all staff are responsible for health and safety

**Workspace:*** Use workspace in accordance with company policy
* Promote the use of workspace to site teams in recording/ uploading all documents.

**5. POST CONSTRUCTION:*** Participate in post contract review and complete and assign actions.
* Settle sub-contracts assigned in a timely manner and ensure that final account statements are signed by the sub-contractors
* Assist with the archiving in accordance with the VolkerHighways Ltd commercial policies.

**6. OTHER :*** Being aware of and report any potential business development opportunities
* Support the site team in their general commercial awareness
* Promote equal opportunity, inclusion and diversity in recognition of the differences that exist between all peoples‘ irrespective of race, colour, religion, nationality, ethnic origin, sexual orientation, gender including transgender, age, disability, marital status including civil partnerships or part-time status
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| **Interfaces:**Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this. |
| **Internal Contacts** | **External Contacts** |
| Contracts Managers  | Clients |
| Site Management and Personnel  | Professionals/Design Consultants  |
| Administration Support Team  | Suppliers |
|  | Subcontractors  |

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| **Delegated Authority:**(the decisions that the role holder is allowed to make) |
| None  |
| **Limits of Financial Authority:** |
| None |

**Career Path Information**

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| **Required Qualifications / Expertise:** |
| **Required Qualifications / Expertise** Essential: * Undertaking an accredited course by the Royal Institution of Chartered Surveyors (RICS), the Chartered Institute of Building (CIOB) or the Chartered Institution of Civil Engineering Surveyors (ICES).
* Alternatively, a degree with some numerical or technical is advantageous. Relevant HND subjects include building/construction, urban and land studies, civil engineering and structural engineering.

Desirable: * A degree in QS and relevant experience obtained.
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| **Key Competencies Required for this Career Level** |
| **Technical** | **Behavioural** |
| Good communicator  | ‘Can do’ Attitude |
| Team Leader  | Able to work under pressure  |
| Business Awareness | Self-motivated  |
| Knowledge and understanding of construction management  | Proactive  |
| Basic knowledge and understanding of construction and sustainable construction techniques | Effective use of Initiative  |

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| **SAFETY RESPONSIBILITY STATEMENT:-** |
| * Take responsibility for my own safety, and the safety of others who may be affected by my actions or non-actions
* Report any concerns regarding any aspect of health and safety to my line manager.
* Wear, check and ensure that any PPE provided is used as instructed and kept in a good clean condition and any defects reported to my line manager
* Take appropriate action to remove, if competent to do so or report any hazards identified in the workplace to my line manager
* Report all accidents, incidents & close calls to my line manager
* Carry out my duties in a safe manner and in accordance with any information, instruction and/or training I have been given.
* Use any work equipment in a safe manner, for the purpose for which it is designed and in accordance with any written procedure, operating instruction or manufacturer’s handbook and report all defects to work equipment to my line manager
* Use any chemicals or substances in a safe manner and in accordance with the COSHH assessment, manufacturers’ instructions and any information, instruction and/or training I have been given.
* Not damage or misuse any item provided for safety.
* Comply with all company and site rules relating to Health & Safety
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| **Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed:****Agreed copy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Name Date** |