



Assistant Quantity Surveyor

Location: Sidcup, London

Team: Building Surveying

Requirements: 1/2 years+ post-graduate experience or have concluded a day release degree/degree apprenticeship

Key Responsibilities

Main Purpose of Job

- Supporting more senior staff to provide the full range of Quantity Surveying services, both pre and post contract, including: budget estimates, cost plans, measurement, valuing works onsite, cost reports and agreeing Final Accounts.
- To assist the technical team to deliver the following accountabilities and responsibilities:
 - Ensure project work meets all relevant technical and professional standards on a consistent basis.
 - Deliver work to meet/exceed clients' expectations in terms of brief, service innovation, overall quality of work, value for money and delivery to planned timescales.
 - Achieve a continuous improvement in the technical quality and innovation of the work produced.
 - Ensure that work is performed in compliance with relevant Health and Safety Legislation.
 - Promotion of the client pledge with customers to ensure timely payment of invoices.
 - Ensure that the Business Management System and the Quality Management System is followed so that professional Project Management and Quality Assurance plans and processes are adopted and used by technical staff.
- Actively participate in training plans.
- Contribute to the maximisation of the value generated to Frankham by managing all projects to achieve or exceed the gross margin targets.
- Putting into practice ideas to improve the performance of the team, the Profit Centre, the Division, and the Group.
- Become fully conversant with Workbench.

Key Skills and Tasks

Technical

- To develop sufficient breadth of technical knowledge and experience to be able to assist with effective technical delivery, compliance with the quality assurance of work and to be credible in the eyes of the client and the team.
- Ensure project work meets all relevant technical and professional standards on a consistent basis.
- Be able to understand the technical and design requirements of projects and ensure compliance with the relevant technical, health, safety, and environmental standards.
- To assist and input in the technical nature of the work.
- To ensure that full understanding of the brief and how agreed services are to be delivered.
- To be able to play an active role in the delivery of the technical work.
- Full understanding of how to use Workbench ensuring you fully account for the time you log.
- To be able to use Microsoft Word, Excel and Power Point to aid the management and administration of the business and delivery of projects. To be able to apply yourself and learn how to use new software appropriate to your role, such as CATO, CADMeasure and BIMMeasure.
- Develop an understanding of the Business Management System and the Quality Management System and professional Project Management / Quality Assurance plans and processes.
- Develop a working knowledge of the Frankham Consultancy Group policies, procedures and working practices.
- To be able to read and understand various Forms of Contract including JCT and NEC.

Management

- To actively contribute and co-operate with the management team.

- Prioritise workload to ensure satisfactory completion of all tasks to agreed timescales.
- Provide sufficient information and feedback to allow line manager to co-ordinate and manage resource commitments.
- Liaise with the project team under the direction of your line manager and be able to liaise with the Client; with support from senior surveyors.
- Take responsibility for significant portions of technical tasks. Opportunity will be afforded to run projects under the direction of line manager and senior surveyors.

Leadership

- To assist in developing and maintaining relationships with key customers and influencers to promote the Frankham brand and support growth ambitions.
- To assist in developing collaborative relationships with other team leaders in the business to deliver our entire portfolio of projects.
- Develop appropriate interpersonal, motivational, numerical, analytical, self-organisation, planning and control skills to contribute fully to successful technical delivery.

Planning

- Participate at regular team meetings.
- Assist in the development of content of Expressions of Interest, Fee Bids, Case Studies and other marketing material to ensure new pipeline work is continually secured.

Requirements

- 1 or 2 years+ post-graduate experience or have concluded a day release degree/ degree apprenticeship.
- Have an RICS Accredited Degree, working towards MRICS and committed to completing their APC.
- Experience at a consultancy practice.
- Experience in Contract Administration and Building Safety would be advantageous but not essential.
- Be enthusiastic, pro-active, flexible, and adaptive in the pursuit of achieving the planned team goals/targets and agreed changes in requirements.
- Develop the ability to put cases across with impact and conviction whilst presenting facts clearly and logically.
- Respond positively to constructive feedback and engage/act on feedback as appropriate.
- With support, develop a strong sense of confidence in handling difficult situations and problem solving to achieve positive results.
- Display persistence, determination, and energy in identifying and overcoming obstacles.
- Develop a full understanding of business activities/relationships and across the Market Sectors help promote the Company brand and views.
- Actively pursue, with support, attaining an RICS membership at the earliest opportunity.

Benefits & Initiatives

We believe in using intelligent ideas to create human benefits—improving the surroundings in which we all live and work.

We support our people with excellent benefits, including:

- Hybrid working policy
- Annual leave - sell, buy & carry-over
- Health Insurance - Health Shield cash plan
- Long service award
- Incentive scheme
- Frankham Friday
- Professional qualification support
- Cycle-to-work scheme
- Death in service
- Annual season ticket loan
- Generous maternity & paternity pay

About Frankham Group

Frankham is a top 50 multi-disciplinary consultancy with over 40 years of experience, providing a full range of design and consultancy services to the built environment.

At Frankham we have a dedicated and knowledgeable team of industry experts, all with diverse abilities, striving to provide high quality solutions to all our clients. The company strives to improve the surroundings in which we all live and work. We have held an Investors in People accreditation since 2011 and currently hold gold accreditation.

Our belief is simple – use intelligent ideas to create human benefits. From environmentally sustainable buildings to individual commissions, our projects have one thing in common, they improve peoples' lives.

You will be stepping into a dynamic, and meritocratic environment, where your voice and input will be heard. We have an 'open door policy', allowing easy access to the senior minds in the business. We are a business committed to providing people with opportunities to achieve their career goals.

Our vision is to become the leading privately owned consultancy in the South of England, differentiating ourselves from the large corporates, being a best place to work and a leader in the market in each of our disciplines.