

**DEFENCE & GOVERNMENT SERVICES**

Job Description:

Assistant / Graduate Projects Surveyor

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| Function: | Defence & Government Services |
| Generic job:  | Part-time/Full-time Projects Assistant |
| Position:  | Assistant/Graduate Projects Surveyor |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Project Manager/s |
| Additional reporting line to: | Commercial Manager |
| Position location: | Colchester Garrison, Merville Barracks |
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| 1. Purpose of the job  |
| * As an Assistant/Graduate Projects Surveyor based in Colchester and working for a leading and internationally recognisable Main Contractor/Facilities Management Company, the successful candidate will assist on Projects, under the direction of the Project Managers direction, from inception through to final delivery and will have the following roles and responsibilities:

  - Procurement sub-contract works for Head Contract Changes and Client Lifecycle works.  - Arrangement and attendance of site visits and project meetings. - Overseeing cost-analysis and estimating process against an agreed Schedule of Rates. - Assessment of Sub/Contractors Applications for Payment and preparation of interim valuations. - Conclude verification of Sub/Contractors site security and competencies. - Conclude take-offs and rough order of costs to advice client cost estimations. - Site general condition surveys. |
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| 2. Dimensions  |
| Characteristics | - Assist Project Manager/s to deliver annual lifecycle works (Approx. £3 mil)- Assist contractual agreements with sub-contractors (Approx. £2 Mil)- Assist Projects team to ensure successful delivery of all tasks within the department and when  required, maintenance and estates teams. |

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| 3. Organisation chart  |
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| **4. Context**  |
| * Participate in a Lean culture to explore and develop innovative methods of reducing waste, improve means of cost and programme control and embrace a pro-active and preventative approach to all activity.
* To dress appropriately for a client facing environment, representing and promoting Sodexo at all times in a professional manner and to the standards and guidelines of the global Sodexo brand.
* Wear the supplied PPE as required when attending ‘site’. Responsible for maintaining the PPE.
* Comply with all Sodexo company policies/procedures.
* Comply with all legislative requirements.
* Adhere to any local client site rules and regulations.
* Role model safe behaviour and report Near Misses.
* Site working hours are Monday to Friday 08:00 – 17:00.
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| 5. Main assignments  |
| * Maintain accurate records for all activities incl. valuations, variations, site visits etc.
* Follow correct management of contractor’s procedures, ensuring the correct documentation and process is followed at all times.
* To continue to develop one’s own skills and knowledge within the position, including any required training courses.
* To attend meetings as required.
* To attend your performance development review to discuss job standards and agree development activities.
* To maintain high levels of personal hygiene and wear the appropriate uniform and PPE as required.
* To care for all available resources including equipment, materials and supplies as directed.
* To report any near miss occurrences, accidents or faulty equipment to management.
* To ensure effective communication with line manager, team, customer and client organisation.
* To carry out any other reasonable tasks and/or instructions as directed by management.
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| 6. Person specification  |
| Essential:* Degree (Obtained or currently studying for) or diploma qualification in Built Environment competencies; e.g. Quantity/Building Surveying, Construction/Commercial Management, FM Contracts, Engineering, Economics or Building Services etc.
* Awareness of Standard Forms of Construction Contracts.
* Attention to detail and adherence to standards
* Evidence of UK residency for the last 3 years
* Able to work on own initiative within a team environment
* Demonstrate high level of communication skills; must be able to demonstrate effective verbal communication
* IT skills
* Flexible approach

Desirable but not essential:* Previous employment/experience in Built Environment
* Experience of working within military environment
* Driving Licence
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| 7. Competencies  |
| Employee EngagementLearning & DevelopmentClient & Customer SatisfactionInnovation and Change |

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| 8. Management approval |
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| Document owner | GE |

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