

JOB DESCRIPTION

Job title: Quantity Surveyor

Reports to: Senior Asset and Programme

Line Management: Nil

Job summary

- To prepare detailed budgets and cost plans for property maintenance, refurbishment, and improvement projects across the Trust property assets. Analyse project costs and identify potential cost-saving opportunities. To monitor expenditure and ensure projects adhere to approved budgets. Provide accurate cost reporting to management.
- To be responsible for the preparation of tender documents and evaluate bids from contractors. Negotiate contracts and ensure favourable terms. Appoint and manage contractors, ensuring compliance with contract terms.
- Responsible for the assessment and certification of contractor payments. To manage variations and resolve contractual disputes.
- To maintain accurate records of project documentation in accordance with Trust processes and procedures.
- To provide a professional, technical and practical approach in the delivery of all works commissioned on behalf of the Trust to ensure that legal and statutory obligations are met.
- Undertake any other duties commensurate with the salary of the role.

This is a home-based position.

Attend occasional team meetings (approx 6-10 times per annum) mainly at Haig Housing Trust's head office in Victoria, London.

Person Specification

Qualifications / Education	ESSENTIAL	DESIRABLE
Formal qualification in Quantity Surveying	x	
Minimum of three years' experience in a similar role	x	
IT literate in Microsoft Office and Outlook	x	
Knowledge, Skills & Experience		
Excellent time management and organisation skills	x	
Customer focused, good communicator with excellent problem-solving skills including dealing with customer complaints	x	
Evidence of delivering value for money, efficiency and service improvement	x	
Evidence of dealing with disrepair cases		x
Proven knowledge and experience in building safety and all aspects of H&S	x	
Capable to diagnose and provide technical solutions in varied building maintenance matters (damp, structural defects etc)	x	
Personal Qualities		
Dynamic, flexible and innovative, leads change using best practice from other sectors	x	
Team player who works efficiently with other stakeholders	x	
Self-motivated, unafraid to challenge and be challenged, lives organisational values	x	
Able to build relationships, trust & credibility with diverse audiences	x	

A problem solver, with clear evidence of a proactive, collaborative & agile mindset	x	
Clear identification with charitable purpose and tireless working for beneficiaries		x
A clean driving licence	x	
Commitment to Equality Diversity and Inclusion	x	

Summary only – all aspects subject to variation