

# **Associate Quantity Surveyor - MRICS** **Cambridge (Stow Cum Quay)**

**Competitive salary plus location allowance, car allowance,  
non-contributory pension and generous benefits package**



## **About Oxbury**

Oxbury is a professional private practice of Chartered Surveyors with a pedigree in the delivery of residential and mixed-use projects throughout the East and South East. Providing Development Management, Cost Management, Employer's Agent and Project Management services for a mix of Housing Association, Local Authority, County Council, Private Developer and commercial clients, from our Director-led head office in Norwich and branch offices in Cambridge and Chelmsford.

Our wide client base sees us involved with a wide variety of projects ranging from single dwellings to multiple hundreds estate regeneration schemes, schools' projects, offices, commercial, industrial, leisure, refurbishment, change of use and new build. Commissions often commence at scheme inception and cover a range of functions including viability studies, options appraisals, land acquisitions, planning, detailed design, procurement and construction. New-build and refurbishment contracts range in size from £50,000 to over £100M in value and often form a part of larger developments or phased projects.

You can find out more about the Company at [www.oxbury.co.uk](http://www.oxbury.co.uk)

## **About the job**

Continued growth within the industry and at Oxbury has created an opportunity in our Cambridge office (just a few minutes off the A14) for an experienced Chartered Surveyor, with a strong Quantity Surveying background across a range of sectors, to deliver and expand professional Quantity Surveying Services to a wide range of private and public-sector clients.

You will be responsible for:

**Management:** Line management and mentoring of junior staff. Representing Oxbury to existing and potential clients.

**Cost Management and Employers Agent Services:** The day-to-day management of a number of schemes - including large, complex or unusual schemes - from inception to completion. You will be expected to achieve a successful outcome for the project, as well as pre-set milestones and related fee invoicing levels. This will include responsibility for scheme delivery, achieving targets / KPIs, liaison with clients and invoicing.

**Business Development:** Raising the profile of the Company within Cambridge and throughout Cambridgeshire (and beyond) in a range of sectors to secure new commissions. This will include preparing bid submissions and attending client interviews.

## **About You**

For your application to be successful you must be able to meet all the essential requirements listed below. The strongest applications will also be able to show that they meet some of the desirable requirements for the role.

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<b>Criteria</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
Qualifications	MRICS qualified (or equivalent)	Member of the Association of Project Safety  Current CSCS card holder.
Experience / Knowledge	Experience of cost management and reporting.  Experience of traditional contracts (with and without quantities)  Experience of Design and Build procurement and contract administration, in the role of Employer's Agent.  Experience with the NEC3 suite of contracts.  Experience of providing early advice and liaison with clients.  Experience across a broad range of sectors.	Experience of line managing / mentoring staff.  Experience acting in the role of CDM Consultant.
Skills and aptitudes	Capable of working autonomously and managing own time in order to meet deadlines and targets.  Client focused.  Professional demeanor.  Confident verbal communication and diplomacy in a variety of situations.  Able to quickly build new business relationships and develop potential opportunities.  Computer literate.	Actively involved in local property related events and continuous professional development.
Other Requirements	Capable of moving around a construction site (eg rough / muddy ground, climbing ladders, stepping over low walls etc)  Valid UK driving licence.  Committed to ongoing professional training and development.	

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## **Main terms and conditions of employment**

### **Working hours:**

The role is full-time, working 37.5 hours a week.

### **Salary:**

Competitive base salary depending on experience. In addition, roles based in Cambridge receive a location allowance equivalent to 10% of base salary.

### **Company car allowance:**

You will be entitled to a car allowance.

### **Training and Professional Memberships:**

The Company will support you to maintain the appropriate levels of Continuing Professional Development required by the RICS and will pay RICS membership fees.

### **Pension:**

The Company operates a non-contributory pension scheme for which you will be eligible. Under the current scheme the Company will contribute 9% of basic salary. You may make additional individual contributions (including via salary sacrifice) at your discretion.

### **Holidays:**

English Bank Holidays plus 25 working days per year. After 5 years completed service with the Company you will accrue an additional 2 days holiday per annum.

### **Sick Pay:**

Statutory sick pay will be 'topped-up' to full salary for a period of 13 weeks in total in any period of 52 consecutive weeks.

### **Childcare Vouchers:**

The Firm operates a salary-sacrifice childcare voucher scheme for which you will be eligible.

### **Equal Opportunities and Diversity:**

The Firm has a clear Equal Opportunities policy and opposes all forms of unlawful and unfair discrimination. We value the diversity of our employees and hold the RICS Inclusive Employer charter mark.

## **How to apply**

If you are interested in applying, please send your CV with a covering letter showing how you meet the essential requirements of the role to:

Mrs Steph Pain, HR & Practice Manager  
Oxbury Chartered Surveyors  
St Thomas House, 14 Central Avenue  
St Andrews Business Park  
Norwich, NR7 0HR

Or by email to: [stephpain@oxbury.co.uk](mailto:stephpain@oxbury.co.uk)

For an informal discussion, or if you have any questions about the role, please email Steph Pain as above or phone on 01603 707929.