

Graduate Project Surveyor

Norwich – St Andrews Business Park

Starting salary £20,000 - £25,000 depending on experience.

Plus non-contributory pension and generous benefits package



About Oxbury

Oxbury is a professional private practice of Chartered Quantity Surveyors with a pedigree in the delivery of residential and mixed-use projects throughout the East and South East. We provide Development Management, Cost Management, Employer's Agent and Project Management services for a full spectrum of clients including Housing Associations, Local Authorities, County Councils and Private Developer and Commercial clients. We operate from our head office in Norwich and branch offices in Cambridge and Chelmsford.

Our wide client base sees us involved with a wide variety of projects in multiple sectors, including one-off residential dwellings through to complete estate regenerations schemes; master plans; commercial offices; industrial; infrastructure; education and leisure. 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 projects or phased developments.

You can find out more about the Company at www.oxbury.co.uk

About the job

We currently have a vacancy for a graduate to work as a Quantity Surveyor / Project Surveyor / Employer's Agent at our Norwich Office (St Andrews Business Park, Thorpe St Andrew). Ideally we are looking for a Quantity Surveying graduate, but this isn't essential as we will sponsor you to complete a Post-Graduate Diploma in Quantity Surveying if required.

You will be responsible for supporting the day-to-day management of several projects, working with both the residential and commercial teams. This includes responsibility for project delivery, achieving targets, resolving issues with clients and invoicing. Some of the main tasks are:

- Providing informal, early advice on the financial and general viability of potential schemes.
- Preparing cost estimates and cost plans.
- Providing contract/procurement advice and administration.
- Drafting Employer's Requirements/Preliminary/Tender Documents – Including PQQ's and shortlisting contractors.
- The preparation of tender enquiry documentation and contract documentation of all types.
- Advising and identifying value engineering opportunities.
- Carrying out on-site valuations with the main contractor and issuing recommendations for payment to Contract Administrator/Employers Agent.
- Agreeing costs for variations with the main contractor and keeping the client up to date on any cost risks identified.
- Monthly cost reporting to the client.
- Occasional post-contract Contract Administrator duties.
- Agreeing final account with main contractor and keeping client informed of progress and likely outcome.
- Managing the acquisition of planning permission and arranging for site surveys, ground investigations and utilities enquiries.
- Co-ordinating projects pre-contract, including chairing project meetings and preparing development programmes.
- The post-contract administration of Design and Build Contracts, as Employer's Agent.

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- Negotiating and administering Development Agreements for the delivery of "Section 106" Developer-led affordable housing.

Reporting to an Associate Director, you will work as part of a team with appropriate administrative and technical support.

If you do not already hold a Quantity Surveying degree, you will complete a 2-year Post-Graduate Diploma on a term-time day-release basis. This will require some out of hours study and travel but the Company will pay your tuition fees, travel costs and the cost of required text books.

All Graduate Surveyors will be expected to maintain steady progress towards completing their 'Assessment of Professional Competency' in order to become a Chartered Surveyor.

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.

Criteria	Essential Requirements	Desirable Requirements
Qualifications	2.1 Hons degree in any subject. (this is the minimum entry requirement for the Post-Graduate Diploma so please do not apply if you do not hold this classification).	Quantity Surveying Degree Current CSCS card holder
Experience / Knowledge	An understanding of the roles of a Project Manager, Quantity Surveyor and Employer's Agent. An understanding of the affordable housing sector and an interest in residential and commercial property development.	Relevant work experience.

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Skills and aptitudes	Excellent numeracy skills. Capable of working autonomously and managing own time to meet deadlines and targets. Client focused. Professional demeanor. Confident verbal communication and diplomacy in a variety of situations. Computer literate.	Actively involved in local property or construction related events.
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Other Requirements	Capable of moving around a construction site (eg rough and muddy ground, climbing ladders, stepping over low walls etc) Valid UK driving licence. <i>If not already a QS graduate:</i> Able to travel outside of normal working hours to attend London South Bank University on a day-release basis and complete a 2-year PGDip. Willingness to complete 'Approved Professional Competency' training leading to membership of the RICS.	
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Main terms and conditions of employment

Working hours:

The role is full-time, working 37.5 hours a week. Standard office hours are 9am – 5.30pm.

Salary:

Base starting salary will be in the region of £20,000 - £25,000 pa depending on experience.

Training:

Oxbury will provide financial and practical support for you to achieve your MRICS status through completion of the APC (in addition to a PGDip in QS if required). Following which support will be given to ensure the required levels of Continuous Professional Development are maintained.

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Please note that all contracts will include a clause requiring the repayment of fees and expenses relating to your PGDip and / or APC should you leave the Company within 2 years of completion.

Pension:

Oxbury 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 Firm you will accrue an additional 2 days holiday per annum.

Flexible working:

Oxbury supports flexible working and offers all staff some flexibility over working times and working patterns.

Statutory 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.

Equal Opportunities:

The Firm has a clear Equal Opportunities policy and opposes all forms of unlawful and unfair discrimination. We 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

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