

Project Quantity Surveyor

Cambridge, Norwich or Chelmsford

**Starting salary £22,000 - £35,000 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, East Midlands and Greater London. We provide 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 offices in Norwich, Cambridge and Chelmsford.

Our large client base sees us involved with a wide variety of projects in multiple sectors, including one-off residential dwellings through to complete estate regeneration 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 Quantity Surveyor / Project Surveyor / Employer's Agent and the role could be based at any of our existing offices (Norwich, Cambridge or Chelmsford). You may be a new graduate looking for your first role; or have a few years' experience and want to develop new skills and knowledge to take on more responsibility. Starting salary is flexible and will be commensurate with skills and experience.

The role will include providing services on a range of exciting and innovative projects including zero carbon, Passivhaus and modular construction residential and commercial schemes.

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.

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- Co-ordinating projects pre-contract, including charring project meetings and preparing development programmes.
- The post-contract administration of Design and Build Contracts, as Employer's Agent.
- Negotiating and administering Development Agreements for the delivery of "Section 106" Developer-led affordable housing.

You will work as part of a Director-led team with appropriate administrative and technical support.

About You

You must have completed a Degree or Masters in Quantity Surveying, or other relevant RICS / CIOB accredited degree and you'll ideally have some relevant work experience. You will be part way through or ready to commence the RICS APC to become a Chartered Surveyor.

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	Quantity Surveying Degree or post-graduate qualification or other relevant RICS / CIOB accredited degree or masters qualification.	Current CSCS card holder Completed, or started working towards APC.
Experience / Knowledge	Experience in the role of a Quantity Surveyor and / or Employer's Agent. An understanding and interest in residential and commercial property development.	Experience in the role of Project Manager. Experience in the property construction sector.
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. Experience with relevant surveying / pricing / contracts software

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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 (many of our projects are rural and not accessible by public transport) Willingness to complete 'Approved Professional Competency' training leading to membership of the RICS. Permanent right to work in the UK as Oxbury does not hold a Sponsor Licence and is unable to sponsor a UK Work Visa.	
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Main terms and conditions of employment

Working hours:

The role is full-time, working 37.5 hours per week. Standard office hours are 9am – 5.30pm but we are open to discuss alternative working patterns.

Salary:

Starting salary will be in the region of £22,000 - £35,000 pa depending on qualifications and relevant work experience.

Training:

If required, Oxbury will provide financial and practical support for you to achieve your MRICS status through completion of the APC. Following which, support will be given to ensure the required levels of Continuous Professional Development are maintained.

Please note that all contracts will include a clause requiring the repayment of fees and expenses relating to your 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, working patterns and home working.

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Company 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.

Diversity, Equality and Inclusion:

The Firm has a clear Diversity, Equality and Inclusion 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 Steph Pain, HR & Practice Manager at HR@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.