

Senior Cost Manager - MRICS

Cambridge, Norwich or Chelmsford

Starting salary £40,000 - £60,000 depending on experience

Plus 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

About the job

Continued growth within the industry and at Oxbury has created an opportunity 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. The role could be based at any of our offices (Norwich, Cambridge or Chelmsford)

You will be responsible for:

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

Cost Management: Preparing cost estimates and plans as well as early advice on financial viability. Providing contract / procurement advice and administration, including drafting Employer's Requirements. Carrying out valuations and identifying value engineering opportunities. Monthly cost reporting including agreeing cost for variations and final accounts.

Occasional 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 in a range of sectors to secure new commissions. This will include preparing bid submissions and attending client interviews.

You will work as part of a team with appropriate administrative support. Reporting to a Director you will also have technical and specialist support when required.

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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Criteria	Essential Requirements	Desirable Requirements
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 of providing early advice and liaison with clients. Experience across a broad range of sectors.	Experience of line managing / mentoring staff.
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 (many projects are rural and not accessible by public transport) Committed to ongoing professional training and development.	
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Main terms and conditions of employment

Working hours:

The role can be full-time, working 37.5 hours per week; or part-time at a minimum of 30 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 £40,000 - £60,000 pa depending on relevant work experience. Plus an additional 10% location allowance for roles based in Cambridge or Chelmsford.

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.

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.