

3 x Trainee Project/Quantity Surveyors **Cambridge, Chelmsford and Norwich**

Starting salary £18,500 + 10% location allowance in some locations

Plus sponsored Quantity Surveying Degree, incremental salary increase linked to degree progress, 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 Head Office in Norwich and Branch Offices in Cambridge and Chelmsford.

Our large 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

We currently have three vacancies for Trainee Project/Quantity Surveyors with one to be based at each of our offices (Stow cum Quy, Cambridge, Springfield, Chelmsford, and Norwich). No prior experience is required as we will sponsor you to complete a BSc in Quantity Surveying, and to complete the Assessment of Professional Competence to become a Chartered Surveyor.

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

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

Oxbury will sponsor you to complete a 5-year Degree Apprenticeship in Quantity Surveying at Anglia Ruskin University (Chelmsford). You will complete both a BSc in Quantity Surveying, and the Assessment of Professional Competence to achieve Chartered status of the RICS within 5 years. You will attend University on paid day-release one or two days per week during University Semesters. 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.

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	112 UCAS Tariff points (achieved or predicted for 2022 school leavers) 5 GCSEs at grade C / level 4 or above including English and Maths. (These are the minimum entry standards for the Degree Apprenticeship so please do not apply if you can't meet them)	
Experience / Knowledge	An understanding of the roles of a Project Manager, Quantity Surveyor and Employer's Agent. An interest in residential and commercial property development.	Some work experience (does not need to be relevant to this role)

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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.	
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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) Able to travel outside of normal working hours to attend Anglia Ruskin University (Chelmsford) one or two days per week during University Semesters to complete a 5-year Degree Apprenticeship in Quantity Surveying.	A UK driving licence is not essential during the initial training period but will become essential once you start visiting sites on your own. Therefore, if you do not already hold a valid UK licence you must be capable of attaining one within the first few years of employment.
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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 with one hour for lunch.

Salary:

Basic starting salary will be £18,500. In addition, roles based in Cambridge and Chelmsford attract a location allowance equivalent to 10% of basic salary. Salary will increase with each successfully completed module on the degree apprenticeship course.

Training:

Oxbury will provide financial and practical support for you to achieve your MRICS status through completion of a Degree Apprenticeship (BSc) in Quantity Surveying. 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 Degree 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, Diversity and Inclusion:

The Firm has a clear Equality, Diversity 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 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.