

## **(Senior) Project Surveyor / Cost Manager**

### **Norwich**

**Starting salary £40,000 - £55,000 depending on experience**

**Plus car allowance, non-contributory pension and generous benefits package**



### **About Oxbury**

Oxbury is a professional private practice of Chartered Quantity Surveyors and Project Managers 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, Chelmsford and London.

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](http://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 will be based at our Norwich office.

You will be responsible for:

**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.

**Project Management:** 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.

**Management:** Line management and mentoring of Apprentices and junior staff.

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.

### **Continued**

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### **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.

<b>Criteria</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
Qualifications	MRICS / CIOB / APM qualified (or equivalent level experience)	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 traditional, Design and Build, and NEC procurement and contract administration.  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. Most staff choose to work in a hybrid way with a mixture of home and office working.

#### **Salary:**

Starting salary will be in the region of £40,000 - £55,000 pa depending on relevant work experience.

#### **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 (or other equivalent professional body) and will pay membership fees for one relevant professional organisation.

#### **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](mailto: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.