

Role Profile

Job
title: Trainee/Assistant
Quantity Surveyor

Name:

Date: May 2013

Issue
No: 01

Key activities for each result area

Health & Safety

•	Gain an understanding of best working practices to ensure a safe working environment, supporting awareness and adherence to Health and Safety in accordance with statutory regulations and company procedures
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Finance

•	Assist in undertaking Quantity Surveying tasks allocated by contract Quantity Surveyors including, but not limited to, subcontract administration, subcontract payments and measurements, record-keeping, measurement and valuation of variations and assisting in the preparation of reports for financial control and management
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People

•	Understand the roles, responsibilities and processes of both internal and external team members, partly through secondment to other disciplines, and support them as required
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Quality of Delivery

•	Demonstrate understanding and usage of Kier procedures, the reasons for them and their importance
•	Demonstrate a sound understanding of technical terms, construction and quantity surveying processes
•	Assist in undertaking Quantity Surveying tasks allocated by contract Quantity Surveyors including, but not limited to, subcontract administration, subcontract payments and measurements, record-keeping, measurement and valuation of variations and assisting in the preparation of reports for financial control and management
•	Seek professional membership of a recognised institute
•	Attend training organised by the company and demonstrate the ability to put such training to effective use at work
•	Successfully complete any part-time education course (if applicable)
•	Adopt a professional approach and demonstrate awareness of the role in terms of its benefit to the Company
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Customer

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Corporate Responsibility

•	Demonstrate a knowledge and understanding of the Company's Core Values
•	Ensure that the company's corporate image is upheld throughout the business
•	Provide support to CR activities as and when required

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