

<b>Job title</b>	Apprentice Quantity Surveyor	<b>Date</b>
<b>Reports to (title)</b>	Senior Managing Surveyor	
<b>Contract/Department</b>	Data Centres	<b>Revision</b>
<b>Location</b>	Scotland	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

To assist with providing commercial and cost control across the Northern region projects group, that delivers multi – trade design and build packages, throughout the life of any given project, that provides EMCOR Group (UK) plc with the most optimum and sustainable financial return possible. Whilst ensuring that all matters appertaining to commercial risk, improved margin opportunity, cash collection is managed with a diligent and professional manner, within a fast and dynamic moving end user environment.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- To assist with day-to-day management, on a project by project, basis of commercial risk evaluation for the pursuit of an optimum successful outcome, whilst ensuring mitigating factors are dealt with and report to the Senior QS on a regular basis to outcomes and actions taken.
- Assist in managing all sub contract packages from commencement through to completion, with the primary purpose of agreeing all variations, final accounts in a timely manner, consistent to the contractual time frames.
- To be able to negotiate with all respective suppliers and sub-contractors as necessary throughout the project in ensuring best value is obtained throughout.
- Improve the profitability and competitive performance of the business through selling and negotiating skills and maximising opportunities.
- Assist in the preparation of cost workbooks and variations accounts in a timely manner.
- To prepare all valuations and final accounts in accordance with the contracts and submit them to our clients for approval.
- Assist in the preparation and present detailed contract review data to the projects team and projects director monthly, providing accurate contract performance projections in terms of both revenue and gross margin.
- Implement, direct, monitor and control the EMCOR UK commercial framework consistently across the division including customer contracts, risk and legal requirements.
- Track Divisional financial performances in line with Group policies and procedures.

# Job Description

- To be able to engage and work closely with all respective procurement and project managers, in pursuit of ensuring all commercial and financial matters are captured with the primary purpose of improving the financial performance of the project.
- Advise the project team on all contractual issues and matters as and when necessary.
- To engage with the estimating/bid team in ensuring that all commercial and financial information has been handed over to the operational team effectively, that allows no risk to be introduced to the project, due to lack of knowledge or information.
- Establish business relationships with operations, estimators and finance functions within the division.
- Assist in providing commercial input to new business proposals as and when requested.
- To be able to work to tight timescales set by our customers and to that end be able to effectively manage their workload to suit.
- Ability to work as a team, driving for one single successful outcome.
- Protect the EMCOR UK "brand" through the application of professional commercial practice and principles.
- To be able to operate within the corporate governance of EMCOR Group (UK) plc.
- To ensure that customer service and satisfaction is at the forefront of everything we do, without the detriment of contract performance being affected.
- Attend off-the-job training (e.g., college, technical training provider) as part of your apprenticeship programme.
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## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

# Job Description

- GCSE (or equivalent) in English, Mathematics, and ICT at Grade C/4 or above.
- Construction trade background experience would be advisable but not a necessity.
- Demonstrate a track record of working in a systematic and methodical approach
- Ability to future enhance negotiating skills, legal and commercial aspects.
- Able to provide an entrepreneurial approach to the enhancement of project performance.
- Able to work as part of a team and communicate well with all members.
- To be able to effectively communicate at all levels.
- Customer service/focus approach.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	