

**JOB DESCRIPTION**

**Date:** June 2018  
**Issue:** 1  
**Ref:** FS19/06/18

**CONTRACT INFORMATION**

Job Title	<b>Assistant Surveyor / Estimator / Contract Financial Manager</b>
Reports To	Financial Manager for the Works
Location	Tottenham office
Standard Hours	8.00am – 5.00pm with one hour lunch
Salary Range	To be agreed according to experience and qualifications
Contract Type	Full-time with time off to attend training courses

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Objective / Project	<ul style="list-style-type: none"> <li>• To contribute to the vision and success of the organisation</li> <li>• To support the growth of the team and its expansion developing a competent contract administrative team</li> <li>• To gain additional appropriate professional qualification(s) whilst working in a construction / fire safety environment</li> <li>• To operate within the requirements of national and local statutory, legal and good practice frameworks</li> </ul>
Responsibilities of the post	<ul style="list-style-type: none"> <li>• To comply with the directions of the company health and safety (H&amp;S) policies and contribute to a safe working environment at all times</li> <li>• To comply with all policies and processes within the company</li> <li>• To carry out your responsibilities and duties in a manner consistent with the company's image and reputation</li> <li>• To successfully complete professional trade qualifications as part of the training programme</li> <li>• To work effectively as part of a team whilst being able to work independently</li> <li>• To meet deadlines</li> <li>• To be involved with a variety of functions (including ordering, submission of valuations, quantifying materials and work, processing sub-contractor and supplier payments, site measuring,</li> </ul>

	<p>identifying contract variations, supporting the Surveyor and Finance Manager) and develop the role</p> <ul style="list-style-type: none"> <li>• To ensure effective communication across the organisation</li> <li>• To promote and adhere to the company's equal opportunities policy and legislation affecting equalities</li> <li>• To assist in the company's development by communicating any ideas and suggestions that may improve the operation and processes of fire safety improvement work</li> <li>• To work closely with other staff to provide an effective and efficient environment</li> <li>• To support colleagues, staff, clients and visitors on-site as required</li> <li>• To contribute to the company development strategy by promoting the company in a positive way and utilising any opportunity that may arise to provide positive PR</li> <li>• To deal with all enquiries in a positive way and gain an effective outcome</li> <li>• To carry out all duties commensurate with the post and any instructions or activities directed by the Senior Manager</li> </ul>
Key Deliverables	<ul style="list-style-type: none"> <li>• Successfully complete an induction</li> <li>• Identify an appropriate qualification and successfully complete the course</li> <li>• Ensure all safeguarding and H&amp;S requirements are carried out</li> <li>• Deadlines are met</li> <li>• The working environment is kept tidy, efficient and business-like</li> <li>• Report regularly to an allocated mentor/manager who will direct activity for the duration of the probationary period</li> <li>• Assist all peer professionals in the differing disciplines within the company</li> <li>• To be part of a team providing the full range of fire safety improvements</li> <li>• Establish, maintain and enhance effective working relationships through a professional and courteous manner</li> <li>• Colleagues, staff, clients and visitors are dealt with in an appropriate and prompt manner</li> <li>• Establish and maintain effective relationships with customers and company partners as required</li> <li>• All tasks are carried out with accuracy and efficiency with an eye for detail</li> <li>• Data and written material (both paper based and electronic) is high quality, accurate and up-to-date</li> <li>• All paperwork and files are retained in a secure manner meeting GDPR procedures</li> <li>• Office wastage is minimised and 'green' issues are addressed</li> <li>• Act as an ambassador for Diamond Fire Safety Ltd</li> <li>• Any other duties commensurate with the post</li> </ul>

## PERSON SPECIFICATION

Skills, Abilities & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Commitment to the vision and ethos of Diamond Fire Safety</li> <li>• A keen interest in the refurbishment and development in the construction industry</li> <li>• Ability to follow instructions accurately and promptly</li> <li>• Good level of literacy and verbal communication</li> <li>• Highly numerate</li> <li>• A relevant building qualification</li> <li>• Ability to use MS Outlook and Office, spreadsheets especially Excel</li> <li>• Willingness to study for additional qualifications</li> <li>• Good organisational and presentation skills</li> <li>• Good time management</li> <li>• General business awareness, a practical mind and the ability to prioritise and use initiative</li> <li>• An ability to work constructively as part of the wider team</li> <li>• Accurate record keeping with a keen eye for detail</li> <li>• Demonstrable ability to meet deadlines</li> <li>• Willingness to contribute to ISO, OHSAS and liP systems and any other quality assurance mark both internal and external</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to multi-task and be flexible</li> <li>• General awareness of the needs of the construction industry</li> <li>• Capable of challenging in a tactful way</li> </ul>

Experience	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Good record of attendance, punctuality and a positive attitude</li> <li>• Successful record of undertaking a range of tasks and problem solve</li> <li>• Proven ability to plan and prioritise workload to meet deadlines and objectives</li> <li>• Proven ability to follow instructions accurately</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding or experience of an urban, multi-cultural area</li> <li>• Understanding of the challenges of refurbishment building works</li> </ul>
Qualifications	
Essential	Desirable

<ul style="list-style-type: none"> <li>• Good literacy level (at least GCSE grade 4 (old C) or above</li> <li>• NVQ Level 2 or equivalent</li> <li>• Driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of desire to continually improve professional development</li> </ul>
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Personal Qualities	
<ul style="list-style-type: none"> <li>• Clear spoken and written English</li> <li>• Good telephone manner</li> <li>• Highly self-motivated, flexible and adaptable</li> <li>• Results driven</li> <li>• Self-evaluating and able to use initiative</li> <li>• Confident when interacting with colleagues and customers</li> <li>• Commitment to Equality of Opportunity</li> <li>• Excellent inter-personal skills</li> <li>• Excellent role model (in terms of dress code, attendance, punctuality, dedication to work)</li> </ul>	<ul style="list-style-type: none"> <li>• Positive and enthusiastic</li> <li>• Good sense of humour</li> </ul>

**The contents of this job description are not intended to be prescriptive or exhaustive: they represent the regular duties (envisaged & actual) at the time of their creation.**  
**Staff are expected to show a reasonable degree of flexibility in undertaking additional or ad-hoc duties for which training and support may be provided.**