

## Job Profile

Job Title	Quantity Surveyor
Reports to (job title)	Maintenance Contract Manager
Job Reference No.	HOMEJD829

### The job in a nutshell...

You will be responsible for ensuring we stay fully compliant with the commercial elements of our contracts across your regions of responsibility.

You help build a strong commercial culture that puts customers first, making sure our contracts deliver real value for money alongside great service delivery. You play a big part in making sure our repairs and maintenance services are consistently high quality, efficient, compliant and cost-effective, always reflecting Home Group's values and delivering on our Customer Promise.

You support one of our key national functions by providing expert quantity surveying advice across our Repairs and Maintenance service, making sure our decisions are commercially sound through expert oversight.

### What success will look like...

Our regional maintenance contracts are fully compliant and well-managed, with risks spotted and mitigated. Because of your commercial insight and governance, we're getting the best possible value for money for our customers.

You help us spot where things could be slicker or smarter across our contracts. You identify areas of commercial weakness and bring new solutions to improve work activities by collaborating across teams. People trust your advice and use it to make better decisions.

You keep a close eye on budgets, forecasts and cost changes, stepping in quickly to resolve. You keep a close eye on budgets, forecasts and cost changes, stepping in quickly to resolve. You measure, price, negotiate and agree budgets, forecasts and cost variations, check project costs, raise and resolve queries effectively. You keep everything efficient and running smoothly as you handle procurement schedules, sub-contractor quotes, issue invitation to tender processes and compile sub-contractor order of approvals.

Our works order system is efficient and maximised through effective work scheduling and accurate data recording for all activities. Each stage of our customer journey is mapped with robust asset management data recorded to keep our records right.

We have levels of productivity, cost effectiveness and quality across our contracts, ensuring maximum performance of all resources, including robust monitoring and management of sub-contractors, materials and suppliers in line with legislation and contract guidelines.

Our customers and stakeholders are considered within all actions and decision making and are provided with accurate and timely information to keep them informed.

Our contracts deliver great results across quality, productivity and cost (whether people, suppliers or materials). You monitor performance against timescales, adhere to specification, quality standards and service delivery of right first time. Corrective and preventative action is taken where necessary, including inspections of works.

You'll already have these **brilliant** skills, qualifications and knowledge...

Hold a relevant degree, or relevant experience, demonstrate a genuine interest in construction repairs and maintenance

Knowledge of procurement rules and legislation with excellent organization and time management skills

Knowledge of contract law and the correct way to administer and govern contracts

Knowledge of housing repairs and improvements, including experience of Building Regulations, systems and materials and confident working to specifications, contracts and data.

A track record of recognising performance and contribution and supporting colleagues to enhance and develop their skills and experience, whilst having the confidence to challenge, address and resolve issues of attendance, ability and behaviours.

Experience of communicating with employees, customers and stakeholders, with the ability to harness change and transform ideas into actions.

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

Professional Membership and / or Management qualification.

Knowledge of Housing systems including works orders management

A qualification in analysis and process design (e.g. Lean six sigma)

We're all **accountable** for...

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development in order to be the best you can be. This includes understanding and keeping up to date with all of our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

**That's when it hits home**  
[www.homegroup.org.uk/careers](http://www.homegroup.org.uk/careers)

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

### Other **important** stuff...

You'll be a budget holder? No ☒ Yes ☐

You'll manage people? No ☐ Yes ☒

We all work flexibly at Home Group but the level of travel in this role is usually...

Occasional ☐ Regular ☐ Frequent ☒



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