



SMITHERS
PURSLOW

CONSULTING ENGINEERS AND SURVEYORS

Independent Professional Expertise

CANDIDATE RECRUITMENT PACK

**CHARTERED QUANTITY SURVEYOR
- MIDLANDS**

WELCOME TO SMITHERS PURSLOW

Dear Candidate

Thank you for considering a role with Smithers Purslow.

We are proud of our employees and the role that they play in growing the business. We have ambitious plans to expand over the next few years and are looking for people who share the same vision.

We have a culture built on respect and teamwork, building and fostering relationships, working hard but in a supportive, concerned, empathetic manner. You will need common sense, a sense of humour and we like to feel that everyone is involved, valued and appreciated.

We are looking for an experienced quantity surveyor to support the growth of our Midlands office with national coverage. This will suit an ambitious individual with drive, passion for customer service and who believes in our values.

In return, we will offer you a rewarding career and a role in an exciting development for us for the future. You'll be involved in a wide range of projects in insurance, construction and general buildings. You won't be bored, as every day is different!

If this sounds like the business that you would thrive in, then please forward your cv and covering letter to vacancies@smitherspurslow.com stating why you are the ideal person to join our team.

Yours sincerely
SMITHERS PURSLOW



Stephen Fraser
Director

April 2019

ADVERTISEMENT

CHARTERED QUANTITY SURVEYOR – MIDLANDS WITH NATIONAL COVERAGE

Smithers Purslow, Consulting Engineers & Surveyors, is looking to recruit a full time Chartered Quantity Surveyor to join its growing team in the Midlands, to provide national coverage. We are offering a long-term career move to join a successful company and to help grow this sector of the business. This varied role will involve consultancy services on a wide range of building structures' projects, primarily residential and commercial buildings in all forms of construction.

We have ambitious plans to expand over the next few years and are looking for people who share the same vision.

This position provides a perfect opportunity for the successful candidate to show their ambition, drive and passion for customer service, as well as delivering our values, a professional manner and good interpersonal communication skills are essential.

The post is a full time, permanent position, working 37.5 hours per week with a competitive salary and company pension scheme.

If you are self-motivated, have a real enthusiasm to progress and are looking for your next challenge, please email: vacancies@smitherspurslow.com.

You will find more information in our Candidate Information Pack on our website: www.smitherspurslow.com

SMITHERS PURSLOW

JOB DESCRIPTION

Job Title	Chartered Quantity Surveyor
Report to	Director of Midlands Office
Location	Based in Nottingham, with national travel

JOB PURPOSE

Assist with the development and growth of our Midlands office and its customers

Responsible for managing projects within own area of specialism and responsibility

Support the Directors to achieve their objectives

RESPONSIBILITIES

- To undertake project management on building projects allocated within area of specialism and responsibility in accordance with current standards and statutory requirements.
- Provide surveying consultancy services on wide range of building structures projects, primarily residential and commercial buildings in all forms of construction.
- Role involves providing complex survey, structural investigations, building adaptation, party wall, CDM, design & contract administration and expert witness services.
- Support the office development and other team members to achieve individual and team targets against clear objectives and through effective team meetings.
- Meet service standards and productivity levels in compliance with the quality management system.
- Ensure personal development in accordance with the latest technical publications and available statutory legislation, British Standards, codes of practice and best practice documents issued by clients.
- Provide a high degree of customer care to every project to ensure a satisfactory result.
- Share knowledge and experience with colleagues by providing informal/ formal training sessions to maximise individual and team achievement.
- Contribute to the company's marketing objectives, targets and initiatives.

You will comply with all the policies of the organisation and ensure that the staff within your areas of responsibility are aware of and comply with the policies, procedures and practices.

The duties and responsibilities outlined in this job description are liable to change to meet the needs of the business. The Directors will discuss and agree any significant changes that arise.

PERSON SPECIFICATION

The information listed below will be used to select individuals in line with our recruitment policies and are our minimum requirements.

Qualifications

- Degree in Quantity Surveying or equivalent qualification
- Approaching chartered status with the RICS

Experience

- Experienced Quantity Surveyor with a wide range of post qualification experience mainly on major & complex buildings insurance claims
- Experience in project management of building schemes from inception to completion, specification writing and contract administration
- Experience of working within multi-disciplinary teams
- Good working knowledge of current building standards and codes of practice

Qualities and Skills

- Excellent leadership skills; motivating colleagues and customers
- Strong communicator and ability to build good relationships
- Team player
- Positive outlook and engaging personality
- Drive and energy to achieve our vision
- Ability and commitment to go the extra mile
- Strong commitment to excellent customer service
- Common sense thinker
- Self-motivated, with a sense of fun
- Constantly striving for excellence
- Ability to juggle multiple demands and competing deadlines
- Professional appearance and ability to act as an ambassador for the organisation

CANDIDATE INFORMATION

Working at Smithers Purslow

It's always hard to know what an organisation is like to work for. It is really important to us that you make the right move for your long-term career.

Rather than quoting corporate speak, we thought we would ask our staff what the culture is like and they explain it in their own words below:

An honest, professional, people-focused establishment where encouraging and empowering management support loyal and hardworking staff. Smithers Purslow's family values and integrity foster a positive, sociable, no-blame culture.

Smithers Purslow's culture is one of positive attitude with a first-class work ethic that inspires and elevates talent and leaves you with a sense of involvement, achievement and appreciation.

Employees are encouraged to work on their own initiative, giving a feeling of genuine contribution and trust.

Smithers Purslow is extremely family-orientated, has great camaraderie and prides itself on really 'caring' for its employees and clients.

Integrity, honesty, hard work, togetherness and 'the will to succeed' are the key to its success.

We recently achieved Investors In people at the Platinum level. We've included some extracts from the report as we felt it helped explain who we are:

- Employees at Smithers Purslow consider that the company is an excellent place to work and is extremely customer focused
- People commented that the Directors "reflect our values of hard work, integrity and looking after people and customers".
- There is a high amount of informal interaction in the office; it is part of the Smithers Purslow culture that people update one another frequently and do not hold back information
- High performance is very much encouraged. "Everyone here does the job to the best of their ability. That's why I like it here".

OUR VALUES

- The best at what we do
- A great place to work
- Good communications
- Understanding and straightforward
- Empowered
- Independent, professional, honest & trustworthy
- Teamwork
- Quality services
- Excellent reputation
- Respect for staff and customers
- Flexible, responsive and innovative
- Top customer service

THE PACKAGE

Salary

We want the best people and we know that this means offering a salary that is usually more than the industry standard. We don't have lots of extra add-on benefits as we prefer to give people the choice about what they want and don't need. So, we try to keep things simple and set out our basic benefits and then give you the salary to enable you to make the choices that suit you.

Bonus

We like to share in success. When we are successful we all enjoy a share in a bonus at Christmas. Bonus amounts vary depending on the role and this would be discussed with you at the appointment stage. We make sure that everyone will benefit in our team success.

Pension

We offer a pension scheme with an employer contribution of 7.5%. You are automatically enrolled when you join the company.

Working Hours

Our core hours are 37.5 per week, but as with all jobs in the sector, the working hours need flexibility to complete the jobs as required for customers. In return, we don't count hours and offer you some give and take flexibility as well.

Holidays

We offer 25 days holiday plus bank holidays.

Sick Pay

Although we hope you don't need to use it, it is reassuring to know that if you need to be off sick for major illnesses then we are able to support you with company sick pay which is one month's full pay and one month's half pay.

Relocation Expenses

We want the best people to join us so if you need to relocate, we can talk about how we can support you.

Childcare Vouchers

If you need to pay for child care, then you can use the government salary sacrifice scheme to help you benefit from tax free childcare.

Career Development

We offer some great opportunities to develop your skills and your career. Many of our staff have been internally promoted and have had investment in their training and development over the years. We particularly offer working on cross-functional project teams which means you get to find out all about other areas and use your strengths for the benefit of the business.

Social Events for the Team and Family

We offer regular social events including Friday BBQs, a summer garden party for families and a Christmas party for staff and partners.

We believe that spending time together helps us work better as a team and your personal life is just as important as work life.