

P R O S U R V
CONSULT

**PRACTICE PROFILE
FOR
CANDIDATE BRIEFING**

EMPLOYER'S AGENT /
QUANTITY SURVEYOR



Welcome to Prosurv Consult

Dear Applicant

Thank you for expressing an interest in a career with Prosurv Consult. I am pleased to enclose a candidate briefing pack which includes all the information you should require prior to making a formal application.

Prosurv Consult strive to employ exceptional and enthusiastic individuals and we offer opportunities to join our existing team at our Head Office in Stoke-on-Trent.

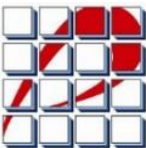
In return for your hard work and commitment, we offer a competitive salary enhanced by generous soft benefits and incentives. We also pride ourselves on our strong team culture with our staff retention at an all time high, supported by an RICS Structured Training Programme and regular social events

Prosurv Consult is a successful and expanding business. We want to share that success with talented people who employ our business acumen and drive to succeed. Should you have any questions or require additional information, please do not hesitate to contact us.

Yours sincerely



Paul Dunning
Managing Director



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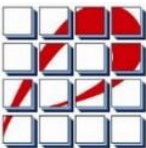
Award Winning Quality



Employer's Agent /
Quantity Surveyor Opportunities



Prosurv Package



Who are Prosurv Consult?

Prosurv Consult is a nationwide multi-disciplinary Construction Consultancy, experienced in all sectors of the construction and property industry.

Our highly skilled and experienced team is dedicated to delivering a complete range of quality, Client-focused services including:

- **Construction Cost Consultancy**
- **Project Management**
- **Employer's Agent Services**
- **Dispute Management Services**
- **CDM Advisor**
- **Development and Funding Management**



Our integrated and proactive approach to Project Management and Cost Consultancy builds strong relationships with our Clients and we are regularly commissioned and referred by existing Clients.

Our innovative processes and experienced team add value to every project, identifying opportunities, reducing risk and coordinating Client requirements efficiently with minimal input from the Client.

The Prosurv DNA

Professional

Diverse & Inclusive

Results Driven

Client-Focused

**Continued
Professional Development
& Training**

Reliable

Motivated Staff

**Career Focused
& Career Pathways**

Social & Entertaining



Award Winning Quality

Our commitment and dedication to delivering a personal, quality service has earned us numerous awards including:

- **Building Magazine** Finalists for 'Construction Consultant of the Year Award' 2017 & 2018
- **Building Magazine** Winners of 'Construction Consultant of the Year Award' 2012
- **Staffordshire Chambers of Commerce** Winners of 'Professional Services of the Year' 2018
- **Staffordshire Chambers of Commerce** Finalists for 'Professional Services of the Year' 2017
- **Brownfield Briefing** Winners of 'Best Project Closure/Verification Process' 2017
- **Brownfield Briefing** Winners of 'Best Brownfield Infrastructure Project' 2017
- **Brownfield Briefing** Winners of 'Best Urban Regeneration Project' 2016
- **Brownfield Briefing** Winners of 'Best Regeneration involving Brownfield' 2014
- **RICS Wales Awards** Winners of 'Regeneration Category' 2016
- **The Sentinel** Winners of 'Small Business of the Year Award' 2010



Prosurv Graduate and Apprenticeship Schemes

Graduate Opportunities

Do you want to apply for our Graduate Scheme?

If you are a recent graduate or will soon graduate and you join Prosurv on our Graduate Scheme, you will be afforded the opportunity to gain experience and onward qualifications in Quantity Surveying and Project Management to assist in strengthening your knowledge and skillsets acquired from University.

The candidate should preferably have, or be expecting to obtain, a 2:1 degree level.

In addition to annual personal development appraisals and regular meetings to review training and development requirements, you will be able to take advantage of our strategy of promoting growth from within the company utilising a structured approach to ensure that candidates are given the support to progress suitability over time into senior roles.

As a graduate you will have access to a dedicated training mentor, and support from colleagues and more experienced professionals who are available to offer guidance and advice.

You will be supported in registration with an industry recognised professional body and you will have access to our RICS structured training system to allow you to train and study to become a Chartered Surveyor as soon as you are ready to do so.

Opportunities for School / College Leavers

Prosurv provides apprenticeship opportunities to support your career development. Choosing a degree apprenticeship means that you will gain valuable work experience while studying for a degree with one of our preferred RICS accredited further education learning providers.

As an apprentice, you have access to a dedicated training mentor, and support from colleagues and more experienced professionals who are available to offer guidance and advice along the way.

You will be supported in registration with an industry recognised professional body and you will have access to our RICS structured training system to allow you to train and study to become a Chartered Surveyor as soon as you are ready to do so.

Training and Development

Prosurv is committed to providing training and career development opportunities to all of our employees. Our structured training agreement supports all individuals in receiving and maintaining both academic and professional qualifications to improve both their own knowledgebase and strengthen the knowledge within the business as a whole. Prosurv offers both tuition reimbursement and direct payment of course costs to their eligible employees.



Employer's Agent / Quantity Surveyor Opportunities

Qualifications

This role requires, as a minimum, a degree or equivalent in Quantity Surveying and/or Project Management. Ideally an RICS accredited recognised degree course although this is not essential.

The employee should be a Member of the Royal Institution of Chartered Surveyors or alternatively hold at least the equivalent membership of a similar recognised professional body within the construction industry.

Experience

Will have a minimum of 5 years experience in a professional organisation with at least 2 years in a position with responsibilities for key Client accounts, service delivery, resource planning and staff development.

Must have a sound knowledge of business development, income generation and a basic understanding of company administration.

Technical Knowledge

Must have an in depth knowledge of the skills of an Employer's Agent/ Quantity Surveyor and/or and be able to provide sound advice on a strategic level through practical applied experience.

Able to explain the advantages and disadvantages of the application of EA/QS procedures and give professional advice to Clients.

Character

Must be a responsible team member and also be capable of motivating teams and individuals.

Must be capable of planning, prioritising and organising tasks and activities, time-management.

Must have excellent communication skills, empathy and mutual understanding.

Must be able to identify and agree tasks, delegate where appropriate, follow up and ensure conclusion.

Must be able to develop positive relationships including those between different departments, be a good listener who understands other people's needs and be able to establish a rapport with all types of individuals and businesses.

Must be a creative person with good vision and an innovator who is capable of solving problems and disputes, taking the initiative and making clear decisions.

Needs to have self development skills, demonstrate self control, compassion and humanity and be always striving for personal growth and improvement.



Selection Criteria

Your selection will be based on your suitability to fulfil the role as outlined in the job description and based on the following:

- 🔧 Qualifications** Academic and Technical
- 🔧 Experience** As required in accordance with Job Description
- 🔧 Knowledge** Technical Knowledge
Industry Awareness
Skills Matrix
About Prosurv Consult
IT & Systems
- 🔧 Skills** Communication
Negotiation
Client Delivery
Cultural / Social Awareness
Business Acumen
Ambition
Interpersonal Skills
Leadership Skills
Flexibility
Presentation
- 🔧 Culture** Selection will be based on the a detailed review of the aspects mentioned above. The Prosurv DNA require candidates who we believe will fit within our culture and align with our vision and represent our core values.



Prosurv Package

Company Car*



Death in Service Benefit



25 days Holiday plus Bank Holidays



Discretionary Bonus



Industry Renowned Training & Development Programme



Workplace Pension Scheme



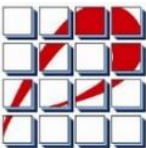
RICS Structured Training Agreement



Flexible Working Opportunities



**Dependant on position offered within the Company*



Appointment Procedure

All applications will be treated in the strictest confidence.

In the first instance candidates are requested to submit their CV as detailed below:

Email

careers@prosurv.co.uk

Post

Private & Confidential
Susan Jackson (Careers Application)
Prosurv Consult
The Gatehouse
Bessemer Drive
Festival Park
Stoke on Trent
Staffordshire
ST1 5GR

Prosurv are an Equal Opportunities Employer and a copy of our Equality and Diversity Policy is available upon request.

Third Party Recruitment Company Application

Where this document has been provided to you by a Third Party Recruitment Agency, please refer your application via the agency responsible in the first instance.

www.prosurv.co.uk

