

## Position Description

**Role Title:** Quantity Surveyor Degree Apprentice

### Role Purpose

To provide commercial support across Enshore's projects by supporting the management of project costs, contracts, procurement, valuations and financial reporting to ensure projects are delivered safely, profitably and in accordance with contractual obligations.

### Key Areas of Responsibility

- Support the Contracts team in identifying, evaluating and managing commercial/Contractual risks and opportunities.
- Assist with the administration of contracts and subcontracts throughout the project lifecycle, including payment applications and final accounts.
- Support the preparation and management of project costs, forecasts, valuations and financial reporting.
- Support project change management through the Variation, Claim and Compensation Events mechanisms.
- Attend project meetings and develop effective working relationships with project teams, clients and subcontractors.
- Complete all requirements of the Degree Apprenticeship programme and apply academic learning within the workplace.

### Key Tasks

- Assist the Quantity Surveyor in supporting the commercial management of engineering and construction projects.
- Learn to administer a variety of customer contracts and subcontract agreements.
- Assist in preparing applications for payment, valuations, invoices and final accounts.
- Support the preparation of contractual correspondence including notices, letters and submissions.
- Assist in monitoring project budgets, costs, cash flow and commercial performance.
- Help identify, record and manage project variations, compensation events and commercial risks.
- Assist with subcontract procurement activities including enquiries, tender evaluations and subcontract administration.
- Support the preparation of monthly cost value reconciliations and commercial reports.
- Assist with maintaining accurate commercial records and project documentation.
- Work collaboratively with Project Managers, Engineers, Procurement and Finance teams to support project delivery.
- Comply with company procedures, contractual obligations, health, safety, quality and environmental requirements.

### Key Measurables

- Successful completion of Degree Apprenticeship milestones.
- Timely and accurate completion of commercial documentation.
- Assisting with the reporting of project costs, forecasts and valuations.
- Positive contribution to project commercial performance.
- Compliance with company procedures and contractual requirements.
- Demonstration of increasing competence against the apprenticeship standard and company competency framework.

# Position Description



<b>Role Title:</b>	<b>Quantity Surveyor Degree Apprentice</b>	
<b>Key Behaviours</b>		
<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills.</li> <li>• Positive attitude and willingness to learn.</li> <li>• Ability to work collaboratively within multidisciplinary project teams.</li> <li>• Professional and responsible approach to work.</li> <li>• Commitment to safety, quality, and continuous improvement.</li> <li>• Good organisational and time-management skills.</li> <li>• Willingness to travel nationally and internationally.</li> </ul>		
<b>Education and Qualifications Specific to Role</b> <i>(Identify the education required for the role. These must include essential, desirable and equivalent experience wherever possible. Note if no desirable qualifications or equivalent experience is stated, Applicants without the essential qualifications <b>CANNOT</b> be hired).</i>		
Essential Qualifications	<ul style="list-style-type: none"> <li>• 5 GCSE's grade 5-9 (or equivalent)</li> </ul>	
Desirable Qualifications or Equivalent Experience	<ul style="list-style-type: none"> <li>• Engineering, Manufacturing, STEM, or technical qualification.</li> <li>• Previous work experience, placement, or project involvement in an engineering, commercial or construction environment.</li> <li>•</li> </ul>	
<b>Demonstrable Experience Specific to Role</b>		
<ul style="list-style-type: none"> <li>•</li> </ul>		
<b>Reporting To:</b>	<b>Responsible For:</b>	<b>Key Interfaces:</b>
Senior Quantity Surveyor		Quantity Surveyor, Assistant Quantity Surveyor, Project Management

<b>Approved By:</b>			
Name		Signature	Date
<b>Accepted By:</b>			
Name		Signature	Date

This Position Description is a guide to the principal responsibilities of the role and is not intended to be an exhaustive list of duties. You shall be expected to perform different duties as necessitated by the Company. The Position Description shall be reviewed in light of changes to the role and the work of Enshore.