**Job Profile Information: [*Commercial Officer – Chartered Surveyor Trainee*]**

**This supplementary information for *[****Commercial Officer – Chartered Surveyor Trainee***] is for guidance and must be used in conjunction with the Job Capsule for**

**Job Zone 3……………. Level 1………… Camden Way Category ……1………………………………**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To provide commercial ‘chartered surveyor’ support to Property Management - Property Services Commercial Team. To develop skills and become responsible for a range of construction related commercial activities (supplier relationship coordination, bid governance, works scope reviews, building surveying support, contract management support, programme coordination and management, data configuration management e.g. Bill or quantities, etc.)

**Additional responsibilities/specialisms:**

1. To work towards successful completion of the Degree in Surveying and full chartered membership of the RICS. It is estimated this training programme will take 60 months after which the trainee will be qualified in one of the following six qualification pathways offered: Building Surveying, Quantity Surveying, Commercial property, Residential property, Valuation, and Project Management or alternative agreed relevant pathway.

**Example outcomes or objectives that this role will deliver:**

1. Reporting to Commercial Manager.
2. Be the point of contact for advice on construction contract processes and other matters and related change documents and other issues.
3. Drafting / reviewing requisite bid brief documents, templates and taking scheme through the internal governance.
4. Delivering presentation / workshops on various processes, tools and techniques.
5. Coordinating the Better Homes supplier appointment process.
6. Assist in management of the commercial and contractual aspects with the customer and ensuring compliance within the required corporate policy, governance and approvals. (Social value, Sustainability etc.)
7. Monitoring and tracking the purchase to pay process.
8. Managing / coordinating supplier engagement meetings
9. Gain an understanding of any head contract terms and conditions and how these flow down to the Subcontract supply chain, in order to eliminate/reduce risk during the pre-contract period.
10. Carry out any and all relevant task within the division as instructed

**People Management Responsibilities:**

*None*

**Relationships;**

*(Nature of relationships and partnerships e.g. internal, external, and level)*

1. ***Internal.***

Reporting to the Commercial Manager and liaising with Works Team Managers / Contract Managers, Project Managers, Asset Team, Quality Assurance Team and Health and Safety Team etc.

This role will include working closely with key internal partners including Legal Services, Accountants, Engineering Services, Planning etc.

**External Suppliers**.

The post holder will be required to liaise with stakeholders, including community groups, resident and amenity groups etc.

The role will involve external supplier and market engagement activities.

**Work Environment:**

*(Describe the work environment e.g. office based, outdoors etc.)*

1. Office based with some of-site / outdoor work (scoping work specifications)
2. Work will be primarily office based.
3. Has to be able to work flexibly across various work environments.
4. May be required to occasionally attend evening meetings, including resident Engagement / Development Control Committee.
5. The post holder will be required to work independently.
6. Work involves some risk to personal safety arising from site visits.
7. College visits for training is possible.

**Technical Knowledge and Experience:**

**(***E.g. qualifications that are essential for the role and / or examples of the experience role holders would be expected to have in order to succeed in the role)*

1. **Construction:** Some experience working in a construction based environment such as Property Services is desirable. etc.
2. **General**:

Good IT skills (Microsoft Office programmes - excel/word/power-point skills). Good communication skills. Good time management skills. A genuine interest of Developing to Surveyor level while working within a Commercial function. Ability to develop Commercial administration skills.

1. Must be dedicated to completing the training programme and developing a career in Surveying or similar role.

The training is the Degree in Surveying and full chartered membership of the RICS via the ‘Apprenticeship Chartered Surveyor’ route on the apprenticeship standard.

1. **Finance**:
Ability to develop good understanding of cost models/business models in relation to various construction forms of contract, familiarity with accounting practices, commercial audits, forecasting and valuations.
2. **Legal**:
Ability to develop a good understanding of contract terms and conditions.
3. **Other**:
Be an enthusiastic and flexible team member with positive attitude.

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Chart Structure**

**Include structure chart here**