



Role	<b>Cost Engineer / Quantity Surveyor</b>
Reporting to	<b>Projects Director</b>
Contract	Full Time Permanent
Salary	£40,000 - £50,000 depending on experience

### **Context:**

The Auckland Project is seeking an experienced Cost Engineer / Quantity Surveyor to support the Projects Team in the regeneration of Bishop Auckland and the surrounding area. Working as part of a newly created in house projects team, alongside external consultants, to manage the costs associated with multidisciplinary building projects from concept to completion.

The Auckland Project undertakes numerous regeneration projects from new builds, to repair / refurbishment of existing historic properties, such as Auckland Castle. The projects vary in size and scale, from industrial properties to listed buildings, and range from a few thousand pounds to multi million pounds in value.

### **The role purpose:**

As Cost Engineer / Quantity Surveyor, you will be responsible for managing all costs relating to the various projects, from creating the initial estimate through to the final account. You will seek to minimise costs and enhance value for money, while still achieving the required quality standard. Conceptual estimates through to compilation of tender documents, assessment, contract award, cost reports, contractor payments and valuations are an essential part of this role.

### **Key responsibilities:**

Working across a number of projects at the same time the post-holder is responsible for the following key deliverables and accountabilities:

- Prepare tender and contract documents, including bills of quantities with the architect and/or the client.
- Undertake cost analysis for various types of project work from initial estimate through to final account.
- Assist in establishing the project requirements and undertake feasibility studies
- Perform risk, value management and cost control
- Advise on a procurement strategy to achieve best value
- Identify, analyse and develop responses to commercial risks
- Prepare and analyse costings for tenders

- Control and manage subcontractor accounts
- Provide advice on contractual claims
- Analyse outcomes and write detailed progress reports
- Value completed work and arrange payments
- Maintain awareness of the different building contracts in current use
- Review, management and drafting of commercial correspondence
- Internal cost reports, analysis and cost control and financial interface with accounts team
- Development of an estimating database / compilation of cost data to aid future projects

### Health & Safety

Be committed to robust health and safety practice, ensuring familiarity and compliance with TAP policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

### Person Specification:

Essential	Desirable
Previous experience in a similar role	Building / construction project background advantageous
Degree in Quantity Surveying or similar	Experience of working on Historical projects
Proven experience of managing multiple projects at once	Understanding of financial accounting systems such as SAP
Proven experience of managing time and cost to tight deadlines and targets	
Thorough working knowledge of traditional forms of contract including JCT and NEC3	
Strong verbal and written communication skills, including the ability to write clear reports to a diverse range of people	
Excellent IT literacy, numerical and data analysis skills	
Keen attention to detail and risk analysis	
Flexible approach to role with a creative and innovative approach to problem solving	
Excellent relationship-building, negotiation and interpersonal skills. Able to work as part of a team.	
Resilience, determination and the ability to work well under pressure	
Commercial Awareness	

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## The Auckland Project

The Auckland Project is working to create positive change for those living, working and visiting Bishop Auckland. To do so we are creating a visitor destination in Bishop Auckland, incorporating Auckland Castle (once home to the Prince Bishops of Durham), a Spanish Gallery, Faith Museum, Walled Garden, Deer Park, Mining Art Gallery, Auckland Tower visitor centre and Weardale Railway.

We opened the Mining Art Gallery, in 2017 and Auckland Tower in 2018. Bishop Trevor Gallery, a temporary exhibition space within Auckland Castle, opened in 2019, with the Castle re-opening to the public in November 2019 following a three-year conservation programme. The other attractions will follow in stages in the years ahead.

Our visitor destination and community development programme broadly fits into four areas:

1. To help **individuals** by creating a sense of aspiration as well as providing opportunities for skills development
2. To help the **community** to become resilient and economically sound by creating opportunities for partnerships, building a year-round tourist market and supporting small creative industries to thrive
3. To protect, sustain and enhance our **natural environment**
4. To restore and enhance the beauty and historic significance of the **built environment**.

By working with us, you are helping to ensure the town's future is as magnificent and vibrant as its past.

### How to Apply

Apply for this role by emailing a covering letter of no more than one A4 side explaining why you are suitable for the role, together with a copy of your CV to [recruitment@aucklandproject.org](mailto:recruitment@aucklandproject.org)

**Closing date: 5pm on Friday 6<sup>th</sup> August 2021**