HOUSES OF PARLIAMENT
R&R DELIVERY AUTHORITY

Job Description

Post Title	Quantity Surveyor (Apprentice)
Team	Lords Temporary Accommodation (LTA) Project
Reports to	Commercial Lead

Purpose of the Role

The Quantity Surveyor Apprentice will support the management of commercial activities associated with a complex refurbishment project within the Restoration & Renewal (R&R) Programme.

Joining during RIBA Stage 3 (Spatial Coordination), the apprentice will work alongside Project Team and key internal and external stakeholders, to support the completion of design development, planning application activities and preparation for future delivery phases.

The role will provide practical experience across cost planning, estimating, procurement support, contract administration support, change control, risk management, and financial reporting. The apprentice will develop a broad understanding of project costs throughout the project lifecycle while studying towards a recognised CIOB, CIOB or ICE.

Key Accountabilities and Responsibilities

Commercial Management Support

- Assist with the preparation and maintenance of project cost reports, forecasts, and commercial dashboards.
- Support the monitoring of project budgets, commitments, risks, and final account positions.
- Assist in maintaining accurate and auditable commercial records and project documentation.

Procurement and Supply Chain

- Assist with the preparation of tender documentation, pricing schedules, and requests for quotations.
- Support the evaluation of supplier and subcontractor submissions.
- Maintain procurement records and assist with contract and purchase order administration.

Contract Administration

- Support the administration of contracts, including NEC, PSC, and other forms of contract as required.
- Assist with the management of compensation events, variations, contractual notices, and change control processes.
- Maintain contract registers, commercial trackers, and risk logs.

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Measurement and Quantification

- Measure and quantify works from drawings, specifications, schedules, and other technical information.
- Undertake take-offs and quantity checks to support estimating, cost planning, procurement, and valuations.
- Attend site to measure completed works, verify progress, and maintain accurate site records.
- Assist in the measurement and assessment of variations, compensation events, and final account submissions.

Cost Management

- Assist in the preparation of estimates, cost plans, budgets, and benchmarking exercises.
- Support the assessment of change and the valuation of completed works.
- Contribute to the preparation and agreement of interim valuations and final accounts.

Financial Control

- Support monthly cost reporting and forecasting activities.
- Assist in validating invoices, applications for payment, and expenditure against approved budgets.
- Help monitor project costs and identify potential commercial issues.

Risk and Opportunity Management

- Assist in identifying commercial risks and opportunities across projects.
- Support the maintenance of project risk registers and mitigation plans.
- Contribute to the development of business cases and option appraisals where required.

Project and Stakeholder Support

- Attend project, commercial, and site meetings and record actions where required.
- Liaise with project managers, consultants, contractors, and suppliers to gather and validate commercial information.
- Support the delivery of efficient and effective commercial outcomes across projects.

Systems and Data Management

- Maintain commercial information using approved systems and databases.
- Produce spreadsheets, reports, and presentations to support commercial activities.
- Ensure project records are stored and managed in accordance with company procedures**.**

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Governance and Stakeholder Support

- Assist in preparing reports, presentations and papers for monthly project boards and governance meetings.
- Support tracking of actions arising from governance forums.
- Work collaboratively with project managers, consultants, contractors and stakeholders.
- Contribute to maintaining accurate project records and audit trails.

Apprenticeship Development

- Successfully complete all apprenticeship and academic programme requirements.
- Apply learning from professional studies within the workplace.
- Maintain evidence portfolios and records for apprenticeship assessments.
- Participate in continuous professional development activities.
- Work towards membership of the Royal Institution of Chartered Surveyors (RICS) where applicable.

We commit to providing our learners with the tools and experience to complete their apprenticeship to the best of their ability, this may include time spent shadowing and working with other departments in order to gather all the required evidence for their programme.

Qualifications, Skills and Experience

Essential

- Strong numerical and analytical skills.
- Good attention to detail and accuracy.
- Strong organisational and time management skills. Ability to manage multiple tasks and work to deadlines.
- Good interpersonal and communication skills and ability to establish and maintain effective working relationships at all levels.
- Ability to analyse data and present information clearly.
- Proficiency in Microsoft Office applications, particularly Excel, Word, PowerPoint and Teams.
- Ability to work collaboratively within multidisciplinary teams.

Desirable

- Interest in Quantity Surveying, Cost Management, Construction or the Built Environment.
- Awareness of construction project lifecycles and the RIBA Plan of Work.

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- Understanding of budgeting, estimating or financial management principles.
- Experience using spreadsheets to analyse or report information.
- Awareness of public sector projects and governance processes.

Eligibility

- Eligibility to undertake a Quantity Surveying or Construction-related apprenticeship.
- Be at least 16-years old.
- Must have 5 GCSE's at grade C/4 and above including Maths and English Language.
- Have left full-time education when the apprenticeship starts.
- Not be in receipt of funding for other learning programmes (including another apprenticeship).

Key Behaviours

The successful candidate will demonstrate:

- A commitment to learning and continuous improvement.
- Professionalism and accountability.
- Strong teamwork and collaboration skills.
- Initiative and problem-solving ability.
- Effective communication and stakeholder management.
- Curiosity and a willingness to learn about complex project environments.
- Commitment to diversity, inclusion, and health and safety.

Quantity Surveyor Apprenticeship

An apprenticeship is an exciting opportunity to 'earn whilst you learn' by combining theoretical learning with practical 'on-the-job' experience; allowing you to work towards a nationally recognised qualification, whilst building skills in your daily role and earning a salary. An apprenticeship also allows you to secure a qualification with no tuition / student fees as the programme is fully funded by the department.

You will spend 20% of your contracted working hours dedicated to your apprenticeship and will be surrounded by a supportive network. Your line manager will ensure your learning is supported and you are on track to successfully complete your apprenticeship.

The successful candidate will gain practical experience in:

- Quantity Surveying and Cost Management.

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- Cost Planning and Estimating.
- Budget Monitoring and Financial Reporting.
- Procurement and Tendering Processes.
- Change Control and Cost Assurance.
- Risk and Opportunity Management.
- Commercial Governance and Decision Making.
- Cost Management through RIBA Stages 3 and 4.
- Delivery of a complex, high-profile refurbishment programme.

This role provides an excellent foundation for a career as a **Quantity Surveyor, Cost Manager, Commercial Manager or Project Controls Professional**, with the opportunity to work towards professional accreditation through **RICS**, CIOB or ICEand build experience on one of the UK's most significant refurbishment programmes.

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