



# Role Profile

## TRAINEE QUANTITY SURVEYOR

Reference No.	I456.01	Type	Individual
Service	Assets, Transportation & Environment		
Job Family	From Para Professional 1	Grade	FC3 – FC8 placing and progression according to the PS/BS scheme of progression

### Purpose

The primary function of the post is to assist in the execution and control of all aspects of allocated QS work, from inception to completion.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Assist in the preparation of Contract Documentation, Bills of Quantities and Description of Works either independently or in conjunction with Architectural and/or Services Assistant or Consultant.	Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at Credit level or equivalent. Will be required to attend further education relevant to the post.	✓	
Assist in preparing cost estimates for individual projects.	Interpretation skills and give practical advice on Fife Council's policies and procedures (Take ownership and Embrace technology and information – see “ How We Work Matters” Framework)	✓	

E = Essential Criteria    D = Desirable Criteria

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Assist in preparation of property based insurance claims and reinstatement valuations.	Ability to apply oneself to tasks allocated (Deliver results)	✓	
Assist in implementing the procurement route selected for projects.	Flexible approach to work	✓	
Assist in the analysis of tenders.	Ability to travel efficiently throughout Fife	✓	
Assist in the preparation of interim valuations, re measurements, assess variations and prepare final accounts in conjunction with contractor.	Ability to provide a regular and effective service	✓	
	Communication skills (Focus on customers)	✓	
	Team working skills (Work together)	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> <li>• PS/BS career progression scheme</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>