

ASSISTANT QUANTITY SURVEYOR ROLES AND RESPONSIBILITIES

Reports to: Site Quantity Surveyor / Senior Quantity Surveyor / Commercial Manager

Function: Commercial

ROLE PURPOSE

The Assistant Quantity Surveyor supports the project and commercial teams with measurement, procurement, subcontract administration, cost control, valuations, change management, records and reporting. The role is an important development position within the commercial function and is expected to build increasing technical competence and independence over time.

The Assistant Quantity Surveyor will support the Site or Project Quantity Surveyor in implementing pre- and post-contract commercial strategies, protecting Statom Group's contractual position and maintaining accurate cost and project records. The postholder is expected to take ownership of allocated tasks, seek guidance where required and actively develop practical construction, commercial and contractual knowledge.

This role profile operates alongside Statom Group's PDR process, role-specific technical competencies, Statom behavioural competencies, relevant professional-development requirements and separately agreed objectives. Together these provide the framework for assessing performance, capability, development and progression.

KEY WORKING RELATIONSHIPS

- Site Quantity Surveyor, Senior Quantity Surveyor and Commercial Manager.
- Project Manager, Site Manager, Engineers and site delivery teams.
- Graduate/Trainee Quantity Surveyors where relevant.
- Procurement, Finance, Plant, Design and Health & Safety teams.
- Clients, consultants, subcontractors and suppliers as appropriate to the role.

KEY RESPONSIBILITIES

Commercial and Procurement Support

- Understand the project procurement strategy and programme and complete allocated commercial activities in line with required timescales.
- Compile tender documentation, issue tender information, analyse returns, prepare tender comparisons, raise queries and support recommendations for subcontract packages.
- Become familiar with Statom subcontract templates and prepare accurate order documentation for review and approval.
- Maintain clear procurement records and ensure scope, quotations, clarifications and approvals are properly documented.
- Do not commit Statom to expenditure or contractual terms outside delegated authority.

Measurement, Quantification and Valuation

- Use construction drawings, specifications and site information to measure works accurately in accordance with the relevant method of measurement.
- Identify missing or unclear information and prepare clarification or assumption lists for review.
- Support preparation of client valuations, applications for payment and supporting records.
- Assist with valuation of subcontractor applications and completed works and identify discrepancies for review.
- Develop understanding of rates, build-ups, quantities and the relationship between measurement, cost, value and margin.

Cost Control, CVR and Forecast Support

- Analyse monthly costs for accuracy and cross-check invoices against orders, delivery information and other supporting records.
- Support material, plant, labour and subcontract cost audits and raise discrepancies promptly.

- Assist with subcontract, material and plant accruals and the preparation of internal valuations and cost-to-complete information.
- Develop understanding of project budgets, cash-flow forecasts, cost/value reconciliation and CVR processes.
- Maintain accurate cost information in COINS and other approved systems under appropriate supervision.

Contract Awareness, Change and Payment

- Develop working knowledge of the main contract, key clauses, amendments and relevant subcontract provisions for the assigned project.
- Recognise what may constitute a change or variation and raise potential entitlement or exposure promptly with the supervising Quantity Surveyor.
- Support valuation of variations and preparation of records, notices and submissions.
- Develop understanding of extension-of-time, loss-and-expense, insurance, bonds, guarantees and warranties relevant to the project.
- Understand Construction Act payment principles and support accurate subcontract valuation and payment-notice processes.

Records, Systems and Governance

- Follow Statom professional standards, commercial procedures, filing requirements and document-control systems.
- Create and maintain detailed, accurate and relevant commercial records for internal use and external contractual communication.
- Ensure correspondence, quotations, instructions, measurements, cost records and payment information are filed correctly and can be retrieved for audit or review.
- Use COINS, Microsoft 365 and other approved systems accurately and keep information current.
- Protect confidential, commercially sensitive and personal information.

Design, Information and Construction Knowledge

- Develop technical understanding of the works and the construction methods relevant to assigned projects.
- Read construction issue drawings and specifications and understand how design information affects measurement, procurement, cost and change.
- Develop understanding of RFIs, design information, value engineering, building regulations and the commercial impact of incomplete or late information.
- Build familiarity with cost-planning methods and BCIS or other relevant cost structures where applicable.
- Raise unclear technical or commercial information rather than making unsupported assumptions.

Health, Safety, Quality and Environmental Support

- Take reasonable care of personal Health & Safety and that of others and comply with site and Company requirements.
- Participate appropriately in site safety observations and report hazards or unsafe conditions through the correct route.
- Support the commercial team in ensuring procurement and commercial decisions reflect relevant quality, safety and environmental requirements.
- Understand that commercial pressure must never justify unsafe working or non-compliant procurement.

Stakeholder Communication and Teamwork

- Communicate professionally with project teams, clients, subcontractors and suppliers within the scope of the role.
- Provide accurate updates on allocated tasks, deadlines, missing information and emerging issues.
- Build constructive working relationships and deal fairly and professionally with commercial and contractual matters.
- Seek advice promptly where a matter exceeds current competence, experience or delegated authority.

Learning, PDR and Professional Development

- Take active responsibility for personal and professional development and demonstrate openness to feedback.
- Complete PDRs, development plans and agreed learning actions within required timescales.
- Where following an RICS/APC or other professional pathway, maintain competency records and provide regular progress updates to the line manager.
- Work with the line manager and Learning & Development to identify practical opportunities to apply learning on the job.
- Progress from supported tasks toward competent independent delivery as knowledge, skills and experience develop.

ROLE-SPECIFIC TECHNICAL / PROFESSIONAL COMPETENCIES

Assistant Quantity Surveyor level: the postholder is expected to move from developing competence toward reliable independent delivery of routine commercial activities, with appropriate review and guidance for complex or high-risk matters. These competencies should be assessed through the PDR process alongside delivery against objectives and Statom behavioural competencies.

TECHNICAL / PROFESSIONAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Measurement & Quantification	Measures routine work accurately from drawings, specifications and site information and identifies missing or conflicting information requiring clarification.
Procurement & Tendering	Prepares tender documents and comparisons for routine packages, understands scope and commercial clarifications and prepares subcontract documentation for review.
Cost Control & CVR Support	Checks costs, invoices, accruals and commitments accurately and contributes reliable information to internal valuations, CVRs and cost-to-complete forecasts.
Contract & Payment Awareness	Understands key project contract provisions, Construction Act payment principles and routine subcontract payment processes and knows when senior input is required.
Change & Variation Management	Recognises potential change, maintains supporting records and can assist with valuation and submission of routine variations.
COINS, Records & Governance	Uses COINS and approved filing systems accurately and maintains complete, traceable commercial records and supporting evidence.
Construction Technology & Design Information	Demonstrates increasing understanding of construction methods, drawings, specifications, RFIs and the commercial impact of design or information changes.
Commercial Communication & Judgement	Communicates clearly, checks facts before acting, follows delegated authority and seeks guidance when a matter exceeds current competence.
Professional Development	Maintains active progress against PDR and professional competencies and applies learning increasingly consistently in live project work.

STATOM BEHAVIOURAL COMPETENCIES

The postholder is expected to demonstrate Statom Group's behavioural competencies consistently in how the role is performed. Particular emphasis for this role applies to:

STATOM BEHAVIOURAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Drives Performance	Takes ownership of allocated tasks, plans around deadlines, follows actions through and asks for support before delay or inaccuracy affects the project.
Understand Stakeholder Needs	Listens to the supervising QS, site team and other stakeholders, understands what information is required and provides accurate and timely support.
Builds Trusted Relationships / Networks	Builds professional relationships through reliability, respectful communication, accurate records and follow-through on commitments.
Commercial Judgement	Uses evidence, procedures and developing technical knowledge to make sensible routine decisions and recognises when approval or escalation is required.
Bigger Picture View	Begins to understand how procurement, measurement, records, cost and change affect cash, margin, risk and project outcomes.
Open to Change	Responds positively to feedback, new systems and different project requirements and applies lessons learned to improve future work.

Framework reference: Statom Group Behavioural Competencies - Statom Group Induction V2026.

PDR AND PERFORMANCE FRAMEWORK

- This role profile, the role-specific technical/professional competencies, Statom behavioural competencies and separately agreed objectives together form the performance framework for the role.
- Individual objectives and performance measures will normally be agreed through the PDR process and may be reviewed or updated to reflect business priorities, project requirements and the postholder's stage of development or scope of responsibility.
- Specific annual objectives are kept outside the contract of employment so that they can evolve without requiring a contractual variation.
- Performance assessment should consider the quality and sustainability of outcomes, including accuracy, integrity, governance, risk management, collaboration and professional conduct, rather than relying on a single financial or output measure.
- Evidence may include project commercial records, CVRs and forecasts, applications and payment information, procurement and change records, audit outcomes, stakeholder feedback, PDR evidence, development progress and delivery of agreed actions.
- Where the employee participates in a discretionary bonus arrangement, these measures may inform the individual performance assessment but do not create or guarantee any bonus entitlement.

INDICATIVE PERFORMANCE MEASURES

The measures below provide a structured basis for PDR assessment. Weightings are indicative and may be adjusted to reflect the role, project allocation, development stage and business priorities.

Accuracy, Cost Control and CVR Support - 30%

Measured against:

- accuracy of measurement, cost checks and records;
- quality and timeliness of accrual and CVR information;
- accuracy of COINS entries and cost coding;
- identification and escalation of discrepancies;
- completion of allocated commercial actions by agreed deadlines.

Subcontract, Valuation and Payment Support - 25%

Measured against:

- accuracy of subcontract valuations and payment information;
- quality of supporting records and evidence;
- timely preparation of applications or valuation support;
- understanding and application of payment processes;
- control of routine subcontract commercial tasks.

Procurement and Change Control - 20%

Measured against:

- quality of tender documents and comparisons;
- accuracy of subcontract order preparation;
- early identification and recording of change;
- quality of variation measurement and valuation support;
- compliance with approval and delegated-authority processes.

Learning, Systems and Governance - 10%

Measured against:

- PDR and professional competency progress;
- quality of document control and commercial records;
- application of feedback and learning;
- Health & Safety and compliance awareness;
- timely escalation where guidance is required.

Statom Behaviours and Professional Standards - 15%

Measured against:

- reliability and accountability;
- communication and collaboration;
- developing commercial judgement;
- professional conduct and integrity;
- openness to learning and continuous improvement.

EDUCATION, QUALIFICATIONS AND CAPABILITY

Essential / Required

- Developing practical experience in quantity surveying, commercial management or a related construction role.
- Good numeracy, attention to detail and ability to work accurately with cost and measurement information.
- Ability to read drawings and specifications and develop construction-technology knowledge.
- Ability to organise workload, meet deadlines and maintain clear records.
- Professional written and verbal communication skills.
- Competence using Microsoft 365 and willingness to develop proficiency in COINS and other Company systems.

Desirable / Development

- Degree, HNC/HND, apprenticeship or other relevant qualification in Quantity Surveying, Commercial Management, Construction or a related discipline, completed or in progress.
- Progress toward RICS/APC, CIOB or another relevant professional development pathway.
- Previous experience in civil engineering, groundworks, structures or a specialist contracting environment.
- Familiarity with JCT, NEC or construction payment processes.

GENERAL ACCOUNTABILITIES

- Comply with Statom Group policies, procedures, professional standards, delegated authorities and reasonable management instructions relevant to the role.
- Take reasonable care for personal Health & Safety and that of others who may be affected by the postholder's actions or omissions and support safe, compliant project delivery.
- Maintain confidentiality and protect commercially sensitive, client, supply-chain and personal information.
- Use Company systems and records accurately and in accordance with data-protection, information-security and record-retention requirements.
- Raise material commercial, contractual, financial, safety, compliance, conduct or integrity concerns through the appropriate route.
- Undertake other reasonable duties consistent with the level and purpose of the role as business requirements evolve.

ROLE REVIEW AND ACKNOWLEDGEMENT

This document sets out the principal accountabilities and expected standards of the role. It is not intended to be an exhaustive list of every task or objective. Responsibilities, priorities and performance measures may be reasonably adjusted to reflect business requirements, development and project allocation, provided any material change to the fundamental nature of the role or contractual terms is managed appropriately.

Employee name	
Employee signature / date	
Manager signature / date	