

GRADUATE / TRAINEE QUANTITY SURVEYOR ROLES AND RESPONSIBILITIES

Reports to: Site Quantity Surveyor

Function: Commercial

ROLE PURPOSE

The Graduate / Trainee Quantity Surveyor is a structured development role within Statom Group's commercial team. The postholder supports the Site Quantity Surveyor and project team with measurement, procurement, subcontract administration, cost control, valuations, records and reporting while developing the technical knowledge, skills and behaviours required to progress as a Quantity Surveyor.

The role is not expected to operate at full Quantity Surveyor competence from the outset. The postholder is expected to learn actively, complete allocated tasks accurately, ask appropriate questions, maintain reliable records and demonstrate measurable development over time. Responsibility and independence should increase as competence is evidenced.

This role profile operates alongside Statom Group's PDR process, role-specific technical competencies, Statom behavioural competencies, relevant academic or 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 and wider Commercial team.
- Project Manager, Site Manager, Engineers and site delivery teams.
- Learning & Development and any university, college, training provider or professional-development contacts relevant to the role.
- Procurement, Finance, Plant, Design and Health & Safety teams.
- Clients, consultants, subcontractors and suppliers under appropriate supervision.

KEY RESPONSIBILITIES

Commercial and Procurement Development

- Learn and follow Statom commercial procedures, systems and project procurement strategies.
- Support preparation of tender documentation, tender addenda, comparisons, clarifications and recommendations for straightforward packages under supervision.
- Become familiar with Statom subcontract templates and assist with preparation of routine order documentation for review.
- Maintain accurate procurement trackers and records and understand the importance of scope, programme, approval and value for money.
- Never commit Statom to expenditure, scope or contractual terms without appropriate authority.

Measurement and Construction Technology

- Develop the ability to read drawings, specifications and construction information and understand the works being delivered.
- Measure and take off straightforward elements of work accurately using relevant methods of measurement and approved tools.
- Identify missing, inconsistent or unclear information and raise queries rather than making unsupported assumptions.
- Build practical knowledge of construction methods, materials, plant, labour and sequencing through regular engagement with site teams.
- Understand how quantities and construction decisions affect cost, value, programme and risk.

Cost, Valuation and CVR Support

- Support checking of invoices, delivery records, plant, materials and subcontract costs and raise discrepancies.
- Assist with preparation of accruals, internal valuations, applications, cost reports and cost-to-complete information.
- Develop understanding of budgets, cash flow, cost/value reconciliation, CVRs and project profitability.
- Enter and maintain accurate information in COINS and other approved systems under appropriate supervision.
- Complete allocated cost-control tasks accurately and within agreed timescales.

Contract and Payment Awareness

- Develop awareness of the main form of contract, project amendments, subcontract terms and key commercial obligations.
- Understand the basic purpose of contractual notices, payment notices, pay less notices, warranties, bonds and guarantees.
- Develop knowledge of Construction Act payment principles and why payment deadlines and accurate records matter.
- Recognise potential changes or variations and raise them promptly with the supervising Quantity Surveyor.
- Assist with routine variation measurement, records and valuation under supervision.

Records, Information and Systems

- Maintain clear, accurate and relevant records in accordance with Statom filing and document-control requirements.
- File quotations, instructions, correspondence, measurements, delivery information, payment records and supporting evidence correctly.
- Use Microsoft 365, COINS and other Company systems responsibly and keep information current.
- Understand that accurate contemporaneous records protect Statom's contractual and financial position.
- Protect confidential, commercially sensitive and personal information.

Design, Quality, Health & Safety and Environmental Awareness

- Develop awareness of the design process, RFIs, construction information and the commercial impact of late or changed information.
- Understand that procurement and commercial decisions must reflect relevant quality, Health & Safety and environmental requirements.
- Participate appropriately in site safety activities and report hazards or unsafe conditions through the correct route.
- Learn applicable Company professional standards, governance procedures and key legal requirements relevant to the role.
- Never allow commercial or programme pressure to justify unsafe or non-compliant action.

Communication, Reliability and Teamwork

- Attend work, training and development activities punctually and prepared and complete agreed tasks and commitments.
- Listen to instructions, ask appropriate questions and confirm understanding before progressing unfamiliar work.
- Provide clear progress updates and report errors, delays, missing information or concerns promptly.
- Work cooperatively with colleagues, site teams and supply chain and communicate professionally and respectfully.
- Accept appropriate supervision and feedback and apply learning to future tasks.

Learning, PDR and Professional Development

- Take active responsibility for development of knowledge, skills, behaviours and practical application.
- Complete PDRs, agreed development plans, academic requirements and professional competency records within required timescales.
- Where following an RICS/APC or other structured pathway, maintain evidence and provide regular progress updates to the line manager.
- Work with the line manager and Learning & Development to identify project activities that support required competencies.
- Seek feedback, identify development gaps and request support before gaps affect safe or accurate delivery.
- Demonstrate clear progression toward increasingly independent and competent commercial delivery.

ROLE-SPECIFIC TECHNICAL / PROFESSIONAL COMPETENCIES

Graduate / Trainee level: the postholder is expected to be developing. The required standard is not full competence at the start; it is safe, accurate learning, reliable delivery of allocated tasks and measurable progression with appropriate supervision. 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	Develops ability to read drawings and specifications, measure straightforward work accurately and recognise when information is missing or clarification is needed.
Construction Technology	Builds practical understanding of construction methods, materials, plant, labour and sequencing and connects technical information to commercial activity.
Procurement & Tendering	Supports routine tender issue, comparison, clarification and order preparation under supervision and understands the need for clear scope and approval.
Cost Control & CVR Awareness	Checks routine costs accurately, supports accruals and valuations and develops understanding of budgets, forecasts, CVRs, margin and cash.
Contract & Payment Awareness	Understands the basic purpose of contracts, notices, variations and payment mechanisms and recognises when senior guidance is required.
Change & Variations	Recognises potential change, maintains records and assists with straightforward measurement and valuation under supervision.
COINS, Data & Record Control	Uses COINS and approved systems accurately following training and maintains clear, traceable records and supporting evidence.
Health, Safety, Quality & Compliance	Understands that commercial activity must support safe, compliant and quality delivery and follows Company and site requirements consistently.
Professional Development	Maintains active progress against PDR, academic 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	Completes allocated tasks accurately and on time, prepares properly, follows actions through and raises problems before they create delay or rework.
Understand Stakeholder Needs	Listens carefully to the supervising QS and project team, understands what is required and provides clear and useful support.
Builds Trusted Relationships / Networks	Is reliable, respectful and professional, communicates clearly and builds credibility by keeping commitments and maintaining accurate information.
Commercial Judgement	Checks facts, follows procedures and approval routes and seeks advice when the commercial or contractual position is unclear.
Bigger Picture View	Develops understanding of how everyday tasks such as measurement, records, procurement and variations contribute to cash, margin, risk and project success.
Open to Change	Is receptive to feedback, willing to learn new systems and methods 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.

Technical and Professional Development - 25%

Measured against:



- progress against PDR and agreed competency requirements;
- quality and timeliness of academic/professional evidence where applicable;
- application of feedback and learning on live projects;
- increasing independence appropriate to development stage;
- active identification of learning needs and opportunities.

Accuracy, Records and Systems - 25%

Measured against:

- accuracy of measurement and routine commercial information;
- quality and completeness of records and filing;
- accuracy of COINS and system entries following training;
- attention to detail and correction of identified errors;
- reliable completion of allocated tasks.

Procurement, Cost and Payment Support - 20%

Measured against:

- quality of tender and procurement support;
- accuracy of routine cost checks and accrual support;
- quality of valuation and payment support;
- recognition and recording of change;
- compliance with approval and delegated-authority requirements.

Reliability, Safety and Delivery - 15%

Measured against:

- attendance, punctuality and preparedness;
- meeting agreed deadlines and providing progress updates;
- appropriate escalation of uncertainty or problems;
- safe behaviour and compliance with site requirements;
- positive contribution to project and team priorities.

Statom Behaviours - 15%

Measured against:

- Drives Performance;
- Understand Stakeholder Needs;
- Builds Trusted Relationships / Networks;
- Commercial Judgement and Bigger Picture View;
- Open to Change, integrity and professional conduct.

EDUCATION, QUALIFICATIONS AND CAPABILITY

Essential / Required

- Good level of numeracy, literacy and digital capability appropriate to a commercial construction role.
- Ability and willingness to learn construction technology, measurement, cost control, contracts and commercial systems.
- Strong attention to detail and willingness to maintain accurate records and meet deadlines.
- Professional communication and ability to work constructively with site and office-based teams.
- Commitment to completing required academic, professional and Company development activities.
- Competence using Microsoft 365 and willingness to develop proficiency in COINS and other Company systems.

Desirable / Development

- Degree or other relevant qualification in Quantity Surveying, Commercial Management, Construction or a related discipline, completed or in progress.
- Enrollment on a relevant apprenticeship, graduate-development or professional pathway.

- Work placement, site or construction experience relevant to quantity surveying.
- Interest in progressing toward RICS, CIOB or another relevant professional qualification.

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	