



Job Title	Regional Risk Surveyor	Date	July 2022
Responsible to	Head of Surveying	Prepared by	CT / PD
Responsible for	N/A	Location	Regionally based positions
Salary Scale	Range from £45,000 - £55,000 per annum + car allowance + benefits		

### Overview of Role

The Q Policy from Q Assure Build Ltd is a Structural Defects Warranty for new build, refurbishment and conversion developments which puts quality build and customer service first. Our team is knowledgeable and experienced, helping developers and builders to identify issues early so that they don't become problems for their customers. We are flexible and solution-focused: we understand that every site is different, and every build has its own challenges. We look up from the checklist to help our clients progress. People deserve better buildings, and we know there is a better way to build. We drive high standards wherever and whenever we can.

**Q's mission is simple - to improve standards of construction, one building at a time.**

As a result, Q is interested to hear from warranty surveyors and technical construction surveying experts who would be interested in joining our growing surveying team to assist us in delivering a quality service to developers throughout the UK. Previous experience of construction surveying, building control and/or warranty surveying is essential.

As an important member of our team, we can offer empowerment and involvement, a good work-life balance and a generous benefits package including pension, private healthcare and a number of lifestyle such as retail, health and leisure discounts.

### Key Functions of Role

**The position will involve (as a minimum):**

- Represent Q and associated companies as a key client contact throughout the region and act as key ambassador for all Q and associated companies services.
- Responsibility to identify, reduce and manage risk to the underwriters, and ensure a clear audit trail is maintained to demonstrate adequate risk assessment.
- Run designated projects, including new build, refurbishment, conversion and mixed-use developments, from inception to completion (with support from other team members as necessary), including attendance on-site and at meetings, inputting vital advice and support to the developer's team, and where applicable, using time available to explain potential issues and help site teams to avoid making mistakes.
- Play a pivotal role in the risk management process on behalf of the underwriter, maintaining exceptionally well organised and detailed records of site visits, developing expert and creative solutions to challenging construction problems and providing support and advice as required.
- Liaise with Designers, Suppliers, Sub-Contractors and Site Management Teams to achieve quality, defect-free completed unit fit for insurance and occupation.
- Maintain excellent communication with site management teams and client representatives to manage a site visit schedule in line with the programme of works.
- Use Proteus (Q's bespoke surveying software) to record defects and observations, take full photographic schedule of defects & site practices, prepare & distribute reports.
- Undertake pre-construction project assessments in-line with Q process, reviewing design, specifications and technical reports to analyse and assess quality risk of project.
- Identify and communicate any areas of enhanced or unusual risk in a project, or issues with the project team, to the Underwriting Team to ensure the underwriter's risk can be properly managed and protected where required.
- Assist Underwriting Team with technical assessment of projects as well as Developers, Builders, and Contractors.
- Provide technical advice and support as required, providing solutions to ensure quality, defect-free build.
- Identify and manage the flow of information required for each project, working closely with the Completions Team for the timely co-ordination of completions.
- Maintain project file on Company Dropbox, ensuring all relevant documentation is clearly labelled and stored in a logical manner.
- Assist Technical Management Team and Directors with the overall growth and development of the Surveying & Technical Team, participating in regular meetings and training sessions.
- Assist Technical Management Team and Directors with audit preparation and ensure that files are ready for review.
- Assist other Q Teams with technical support and guidance as required, ensuring good communication and input into the overall company processes and procedures as required.
- Assist the other Managers and Directors in the overall growth & development of Q and associated companies.
- Assist the Directors in the growth and development of the Q brand, developing new contacts and relationships with clients to assist in securing new work streams for Q.
- Promote all services currently offered by all Group companies to all Clients. Any other duties as reasonably required by the Company



## Key Attributes for Post Holder

- A relevant qualification (BEng, BSc, HND, HNC or equivalent) is preferred as well as an eagerness to work towards a formal professional qualification / membership (CIOB, RICS, MStructE, MICE, MCABE, CEng etc). Alternatively a significant and proven experience of the physical built environment and construction processes may be acceptable for this role, however an eagerness to develop is still encouraged. Previous experience in a similar role is desirable but not essential if you have significant technical and/or construction experience.
- It is essential that you have a thorough understanding of the Building Regulations and building technologies and legislation, together with the ability to interpret and apply technical theory and Building Regulations to practical situations and be able to explain this and provide mentoring and support to other team members. A good understanding of Health & Safety requirements in the construction industry is also required.
- IT literate and competent, experienced user of general Microsoft Office software and mobile phone software and operating systems.
- Enthusiastic and self-motivated individual able to work independently and unsupervised whilst being able to manage and motivate others on-site.
- Integrate well as a team member and generally possess a flexible attitude, with excellent organisational skills and ability to prioritise workload & multi-task.
- Excellent presentation, report writing and communication skills - with the ability to deal with staff at all levels and handle difficult situations with diplomacy.
- Excellent attention to detail, a common sense approach to business and client requirements and the ability to quickly and accurately read situations is essential.
- Smart (business appropriate) appearance, discreet nature, flexible attitude and a general commitment to do what it takes to get the job done.
- Full clean driving licence absolutely essential - since the post requires a significant amount of travel.

## Additional Information about the Position

- This position is offered on a full-time, permanent basis.  
*A six-month probationary period will start from the date of commencement of employment with the potential for intermediary reviews during this period.*
- This position will be home-based with regular travel to client sites, client offices, company offices etc. and may require overnight stays.
- This position attracts 25 days annual leave (plus bank holidays).
- Hours of work are minimum of 40 hours per week - start & finish times are reasonably flexible provided client and company needs are met in full and minimum weekly hours are covered. *If required by a particular deadline or other circumstance, the company may request overtime working.*
- The company operates a group personal Pension Scheme and will make employer contributions in line with auto-enrolment, in addition to contributions made into the scheme by the employee. *This is available after 3 months of employment.*
- The company operates a private company medical scheme, which is available to all employees. The employee may opt to extend this to cover family members and/or dental plan by a personal contribution. *This is available after successful completion of the probationary period.*
- The company offers an individual development programme which is developed with Line Managers, establishing key targets and rewards (aims based on successful achievement of targets/stepping stone) for all employees who wish to develop one.  

This is aimed at personal development to the benefit of the individual as well as the Company, which may be towards specific training needs, a professional or academic qualification and/or diversification of skill levels and experience within a different field to that currently undertaken as your main role.

The company encourages everyone to develop and diversify their own knowledge base and qualifications/skills.

## Further Information about Q

To apply for this position, please send your CV to Morag Bratchie at [morag.bratchie@qassurebuild.co.uk](mailto:morag.bratchie@qassurebuild.co.uk).

To find out more about Q and its associated companies, please visit [www.qassurebuild.co.uk](http://www.qassurebuild.co.uk).

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