

Associate - PMQS

JOB SPECIFICATION

Gateley / BUILT ENVIRONMENT

Gateley RJA

POSITION:	Associate PMQS
LOCATION:	National - Midlands Based
CONTRACT TYPE:	Permanent

The ***role***

We are looking for a talented and ambitious Associate who is dedicated to providing an excellent service, to join our growing and successful Project team

If you are looking for an opportunity to work within a supportive, ambitious, growing and energetic team and would like to join award-winning professional services business, we would like to hear from you.

You will be responsible for the following:

- Working with the Directors as part of the Senior Management Team to ensure the success of the business in all aspects including, but not limited to, quality of service, timely delivery of service, development and happiness of all staff, and profitability.
- Attending Senior Management Meetings as required and actively seeking to get in involved in and take responsibility for business management opportunities, such as Business Development; HR; Quality Management; Training and Education; IT; Offices / facilities / equipment; Professional Standards (RICS, BCIS, NBS etc.);
- Working with the Directors to set targets for the team and managing the team in such a way to deliver these targets
- Acting as Line Manager for all personnel within their Associate Team. Taking personal responsibility for managing and motivating all team members to deliver their best service.
- Helping all team members to identify their strengths and weaknesses and help them to develop and achieve a plan to reach their own personal career goals.
- Taking responsibility for allocated Key Client Accounts, building a relationship with the Key Client(s), ensuring complete satisfaction with Gateley Vinden services, and nurturing new work opportunities.
- Taking the lead on a range of construction projects and managing a team of quantity surveyors, assistants and apprentices and helping them to fulfil their potential
- Organising and managing the resource within your team.
- Reviewing the quality, efficiency and timing of all work within your team and ensuring it meets the practice's requirements.
- Acting as the principal point of contact with the project client and the other consultants on the design team
- Working independently and taking responsibility for the successful delivery of QS / PM services on all projects you and your team are working on.
- Training and assisting others, including the preparation and presentation of in-house CPD events.
- Actively seeking new project opportunities and promoting the services of the practice at every opportunity including attendance and involvement at appropriate networking and marketing events.
- Acting as Employer's Agent on Design and Build projects
- Following the company Quality Management System in the delivery of all services.
- Managing multiple projects simultaneously and developing excellent time management strategies.
- Treating all clients to exceptional level of service

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The *team*

Gateley RJA is part of Gateley Built Environment, a multidisciplinary consultancy made up of four established specialist businesses: Gateley Hamer, Gateley RJA, Gateley Smithers Purslow and Gateley Vinden.

Together, we bring more than 600 property specialists together with the property and construction lawyers in Gateley Legal. This gives our clients access to connected expertise across the full property lifecycle, from strategy, funding and development through to occupation, long-term asset management and exit.

For our people, it means being part of a specialist business with its own established identity and close-knit culture, while benefiting from the range, scale and career opportunities available across Gateley Built Environment and Gateley plc. You will have opportunities to work on varied projects, collaborate with experts across different disciplines and build a long-term career within the wider group.

The *person*

Candidates will be able to demonstrate the following attributes:

- Degree in Quantity Surveying, Construction Cost Management or a related field
- Chartered member of the MRICS
- Minimum 7 years' experience in running own projects quantity surveying and / or project management for either a Private Practice, Construction Company or related organisation.
- Experience of successfully managing a team of people.
- Experience of business development, marketing and networking and a willingness to actively win new work for the practice.
- Proficiency in measurement, ideally using CostX Measurement Software
- Experience in running large, complex projects independently
- Strategically minded with strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Excellent organisational and managerial skills.
- Attention to detail and commitment to quality.
- Skilled negotiator.
- Driving licence and own car. Willingness to travel to sites across the UK as required.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

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We are ***Gateley***

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and ***well being***

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/ life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.

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