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| Date of meeting  | 27/01/2025 |
| Has the role been approved by the Board? | Yes  |
| Job title of vacant role: | AQS  |
| Salary of role & can we advertise: | £35-45 |
| Working pattern – days & hours: | Onsite Role – 42.5 hrs – 8 – 5pm  |
| Full time / part time / perm / fixed term: | Full Time  |
| Is there an up to date job description? | Yes  |
| What does this role involve on a day to day basis?  | **Project:** * **Blue Button Development (British Land)**
* **SRM sir Rob**
* **£5.295 m our Package**
* **Our Package – enabling works (demolish existing paving, despose, install paving) UGS (making space for them) finish paving level, area in London (city), will ajoin to liverpool station which is also works we have completed – for SRM – continue, reputation here and next phase**
* **Programme – 5th September end, but we are going to need someone and will be to work on future London work. Started in last October, we are on track.**
* **Challenges: Ongoing to design challenge should be resolved, we will be excavating down a full utilities project, tight time frame.**
* **Procurement has been a challenge.**
* **Wins: strong site team, ops guys, sub contractor is good, access is hitting areas really well.**
* **Commercial Team: Rory Tuttie and Andy, Adam.**

**Role:** * **Manage general changes, small change**
* **Raising notices**
* **Processing payments**
* **Processing applications**
* **Ops are keeping record**
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| What are the challenges faced in this role?  | * **Challenges: Ongoing to design challenge should be resolved, we will be excavating down a full utilities project, tight time frame.**
* **Procurement has been a challenge.**
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| What can the successful candidate expect in terms of support and development?  | Standard blu-3 development we want this person to grow into a QS – we are increasing our work load and will need support  |
| If you were to sell this role, what would you say? | * Rory
* Andy
* Blu-3
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| Required education / qualifications: | * Civils
* QS degree
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| Required technical skills e.g. excel, word etc. | * Good Excel would be main one
* Good Comms and commercial notes
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| Type of person we’re looking for? | * Attitude, willingness to work
* 1 yr plus experience
* Would take a grad, 1st jobber
* Happy to commit to a good set up
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| Who will be reviewing candidates? | * Rory to decide SL
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| Who will be interviewing candidates? | * Rory and Plus 1
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| Interview process? | * 1 stage interview
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| Will there be any interview tests? | * No – Techical questions
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| Interview availability? | * TBC
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