



TRAINEE QUANTITY SURVEYOR VACANCY

Salary:	Dependant on experience	Start Date:	TBC
Contract Type & Hours p/w:	Permanent, 37.5 hours per week	Division:	Varley & Gulliver

A career opportunity has arisen within Varley & Gulliver's Bilston site, for a Trainee Quantity Surveyor. This will be a permanent position as part of the Commercial Team.

Hill & Smith Infrastructure (HSI) Ltd forms part of Hill & Smith PLC's group of companies. HSI Ltd is made up of several OpCos: Barrier, Asset VRS, Hardstaff Barriers and Varley & Gulliver Parapets, bringing together four leading vehicle restraint system (VRS) manufacturers and suppliers.

Working together to deliver projects in the UK and worldwide, our four businesses are well-known for exceptional services, quality and expertise, and are committed to protecting people and property.

Hill & Smith Holdings PLC is an international group with leading positions in the design, manufacture and supply of infrastructure products and galvanizing services to global markets. Headquartered in the UK, Hill & Smith PLC is a FTSE 250 listed company, with revenues of more than £750m and a market capitalisation of £1.1bn.

Hill & Smith PLC creates sustainable infrastructure and safe transport through innovation. The Group employs c.4,500 people worldwide with the majority employed by its autonomous, agile, customer focussed operating businesses based in the UK, USA, Australia, and India.

The Group office is in the UK and Hill & Smith PLC is quoted on the London Stock Exchange (LSE: HILS.L). Its operating businesses are organised into three main business divisions:

Galvanizing Services: increasing the sustainability and maintenance free life of steel products including structural steel work, lighting, bridges, and other products for industrial and infrastructure markets.

Engineered Solutions: supplying engineered steel and composite solutions with low embodied energy for a wide range of infrastructure markets including power generation and distribution, marine, rail and housing. The division also supplies engineered pipe supports for the water, power and liquid natural gas markets and seismic protection solutions.

Roads & Security: supplying products and services to support road and highway infrastructure including temporary and permanent road safety barriers, Intelligent Traffic Solutions, street lighting columns and bridge parapets. In addition, the division includes two businesses which are market leaders in the provision of off-grid solar lighting and power solutions. The security portfolio includes hostile vehicle mitigation solutions, high security fencing and automated gate solutions.

The Company Location

Hill & Smith, Springvale Business and Industrial Park, Bilston, Wolverhampton, WV14 0QL
The role is office based with some requirement to travel to other sites from time to time.

Jobs Requirements:

The successful applicant will be trained on the job, but we will expect applicants to have a good standard of education in an appropriate area and previous experience in construction and quantity surveying and a background working within an operations/infrastructure industry is essential.

We offer a comprehensive induction programme and unrivalled support and career development opportunities to ensure you achieve your career ambitions and aspirations. Employees have access to a wide range of benefits through our reward scheme, including Bupa Healthcare, company share save scheme, a generous annual leave allocation and tailored training initiatives.

We are looking for someone with:

- Excellent interpersonal and communication skills (verbal and written)
- Sound administrative ability with attention to detail

- Ability to prioritise, set and work to deadlines
- Ability to maintain records to a high level of accuracy and proactive in seeking information to enable completion
- Ability to influence colleagues and external contacts to help achieve success in the role
- Ability to multitask, set own priorities and be flexible to changing needs of the business
- Willingness to learn
- Ability to take initiative on tasks
- Computer literacy and experience of Microsoft applications
- Ability to work under pressure and meet tight deadlines but always with a concern for quality
- The ability to prioritise work whilst working independently and as part of a team
- The sensitivity to appreciate when confidentiality and discretion are required

All applicants will be asked to prove that they have the right to work in the UK and provide two satisfactory references. Click here [insert link to job ad] for a full job description.

If you would like to apply for this opportunity, please send an up-to-date CV to: recruitment@hill-smith.co.uk by **29/11/2024**
Feel free to contact our HR team if you have any questions about the position or the process.

Job Description

Title	Trainee QS
Reporting to	Head of Operations – Services
Salary	Dependant on experience
Role	Full Time, Permanent 37.5 hrs p/w - You may be required to work additional hours & weekends at times
Location	Bilston
Benefits	Pension scheme, SAYE scheme, Cycle to Work scheme, Occupational Health scheme, Private Health Care scheme, Bonus eligibility, Life Assurance, Training, Employee Assistance Programme inc. Exclusive Offers - An online portal offering vouchers and discounts & 25-day Annual Leave plus Bank Hols.

Company Overview:

Hill and Smith Infrastructure Limited is a leading provider of infrastructure solutions, specializing in road construction and maintenance projects. With a commitment to excellence and innovation, we strive to deliver high-quality, cost-effective solutions that meet the needs of our clients and communities.

Job Overview:

The core responsibility is to work alongside the Sales and Operations team to assist in the successful delivery of projects on time and within budget from inception through to completion providing cost management duties to including pre-contract, procurement, contract administration, cost reporting and assisting with final accounts.

Purpose of the role:

- Generate accurate valuations and submission of Applications for Payment in line with Contract documents
- Perform valuation and submission of Early Warning Notices / Compensation Events / Variations with supporting substantiation in line with applicable Contract clauses
- Provide initial reconciliation of differences on accounts, escalating where necessary
- Follow up on payments due with Customers
- Respond to customer commercial queries, escalating where necessary

General:

- Support the team with day-to-day commercial aspects.
- Support development of end-to-end commercial process from tender to project completion
- Monitor and input data into the system of record (AX)
- Keen to develop skills and suggest process improvements.
- Confident communication and negotiation skills
- Keen to continue professional development and career progression.

Must have the capabilities to self-develop and identify areas of formal training requirements. The position requires a well-rounded individual who can work along and integrate with a team where required.

Must be capable of making informed decisions and present them to senior management as and when required

Person Specification

Detailed below are the types of qualifications, experience, skills, and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

V = CV

I = Interview

C = Certificate

T = Test

R = Reference

	Essential	Desirable	Category
Qualifications			
Appropriate education for the task, may include Degree, HNC etc.	X		C
Experience			
1+ years in Construction Industry	X		V
1+ year in Quantity Surveying / related activity	X		V
Knowledge			
Construction Industry	X		I
NEC3 / 4 Contracts	X		I
Site Health & Safety		X	I
Civil Engineering / Manufacturing		X	I
CSCS card		X	C
Skills			
Ability to influence colleagues and external contacts to help achieve success in the role	X		I
Ability to prioritise tasks, work to, and set deadlines and function effectively under pressure with competing demands	X		I
Ability to maintain records to high level of accuracy and proactively seek information to enable completion	X		I
Excellent attention to detail	X		I
Additional Attributes			
Willingness to learn	X		I
Good knowledge of Microsoft Office packages in particular Excel	X		I
Ability to multi task, set own priorities and be flexible to changing needs of the business	X		I
Self-starter, takes initiative	X		I
Good Communication Skills	X		I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers.

The Operating Unit will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This document outlines the duties required at the time of employment, although it is not a comprehensive or exhaustive list.

This job description is current at the date shown, but in consultation with you, may be changed by the Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

This employer undertakes a range of pre-employment checks including right to work qualification, references, etc.

Hill & Smith Infrastructure Ltd are committed to promoting equality, valuing diversity, and working inclusively, we uphold the principles in our behaviour and working practices - we are committed to providing equality of opportunity in all areas as an employer, whether in recruitment and selection, promotion or training and development. As we grow, we understand that we must have the most talented employees with diverse backgrounds, cultures, perspectives, and experiences to support our innovation and creativity.