

New Role Skills Matrix

New Role	Construction Services Estimator/Quantity Surveyor.	Matrix Compiled by	Janie Cottam	
Personal Attributes based on job description		Essential (E)/ Desirable (D)		How it will be measured? A=Application/CV I=Interview T=Test
		E	D	
Qualification				
Must be qualified to Degree Level 2:2 or above in relevant subject.		✓		A
Good secondary education		✓		A
CSCS			✓	A/I
Experience (one of the following)				
2 years post grad experience in a construction related role		✓		A/I
Knowledge/Skills/Abilities				
Knowledge and understanding of contract administration of frameworks		✓		A/I
Knowledge and understanding of various types contract from NEC3 to JCT D&B		✓		A/I
Good working knowledge of construction		✓		A/I
Ability to work as part of a team		✓		I
Ability to plan and manage own workload to meet tight deadlines		✓		I
Ability to use Microsoft Word, Excel, Project		✓		A/I
Ability to use Conquest			✓	A/I
Ability to use take-off software such as bluebeam			✓	A/I
Additional Requirements				
A flexible approach to work and duties- an 'over and above' attitude				
Willingness to undertake appropriate training				
Commitment to equal opportunities and customer care				
Full driver's license				