



Role Profile

Role title	Quantity Surveying Technician Apprentice
Business Division	Commercial
Grade	Apprentice Salary (£20,202.00 - £31,746.00)
Reports to (role title)	Managing Quantity Surveyor
Version	1.0
Job code	tbc

Approving Manager	Matt Trahair
Approving Business Divisional Head	Matt Trahair
Approving Director	Andy James
Date	August 2025

If you would like this information in another format please contact:

CORMAC Head Office
Higher Trenant Road
Wadebridge
PL27 6TW

Telephone: **01872 323313**

Email: cormaccustomerrelations@cormacltd.co.uk

www.cornwall.gov.uk/cormac

Role purpose



To assist the business's Quantity Surveying teams, with respect to cost control, subcontract administration and tendering activities within the business whilst undertaking an ongoing development programme with the potential to attain degree level qualification/chartered accreditations and becoming a key member of the Commercial function.

The apprentice will be provided with on-the-job training and a bespoke accredited learning programme in order to develop their skills and knowledge in relation to a career in Quantity Surveying/Estimating.

Apprentices will be offered opportunities to undertake a wide range of tasks and activities within CORMAC's Commercial Division in a supported environment. They will contribute to the overall output of the team and service delivery.

Apprentices will follow the Level 6 Chartered Surveyor Apprenticeship Standard.

Dimensions

Annual financial accountability

No direct financial accountability

Direct accountability for the following roles

Not applicable

Total number of employees that report to the role (directly and indirectly)

0

Other key statistics

CORMAC Solutions Limited working with Cornwall Council are responsible for :-
 7297km of road network
 Structures – 1500 bridges and 1200 retaining walls
 Turnover of £133m
 £50m value of the Term Contract
 50+ Sub-contractors managed
 Depots – 3 major, 10 satellite, 150 chipping bays
 120 Schools and Fire Stations served (cleaning, catering, landscaping and grounds maintenance)
 80% recycling and composting rate.
 6 Aggregate recycling bank locations
 4300km of footpaths and bridleways
 200km multi use trails
 350km of coastal footpath
 6% of the County open to public access.



Context

CORMAC Solutions Ltd is one of the most highly regarded, trusted and well-known companies in the South West. CORMAC is committed to contributing to sustainable economic growth, resilience and safer communities in Cornwall. We are a wholly owned Cornwall Council company that has successfully been trading in the open market for a number of years. With a turnover of approximately £100m pa and employing some 1600 fulltime staff, we are considered to be a major employer in Cornwall.

CORMAC provides highway and environmental design and maintenance services, construction of major highway schemes, surfacing and facilities management services including property maintenance, cleaning and caretaking services. CORMAC also provides fleet management and maintenance, quarried stone and aggregates and laboratory services. We deliver these services to Cornwall Council, other public bodies and a portfolio of private clients including major civil engineering contractors and consulting engineers. CORMAC is committed to safeguarding and is an equal opportunities employer.

This role will play a significant part in ensuring the delivery of works relating to CORMAC Solutions Limited's commercial engineering and construction operations. It will be influential in how successful the business is, how efficiently works schedules and programmes are completed and ultimately how the business is perceived by the user. Working with Directors, Estimating Manager, senior managers, business executives and partners the role will help to deliver commercial and financial success through the successful winning and delivery of projects and schemes.

Accountabilities

- To be aware of and adhere to applicable rules, regulations, legislation and procedures i.e. Data Protection, Health & Safety, Equality & Diversity, company policies.
- To be responsible for own continuing self-development, undertaking training as appropriate
- To maintain regular contact with the appointed Support Adviser during the period of the apprenticeship, and their RICS Counsellor & Supervisor.
- To maintain flexibility and willingness to undertake tasks relevant to the post; this might include working from multiple office locations.
- To implement a good level of customer services in line with company policies in this area.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibility of the post.
- To maintain confidentiality of information acquired in the course of undertaking duties for the Department.
- To assist the company's Quantity Surveying team in:
 - The monthly cost/value reconciliation (CVR) reporting in accordance with current process including cost tracker and income/contribution monthly profiles.
 - The management of the payment processes with clients ensuring



<p>applications for payment are submitted and tracked in accordance with agreed payment schedules.</p> <ul style="list-style-type: none"> ○ The preparation of compensation events/variations. ○ The compilation of subcontract orders and to attend pre-contract meetings. ○ The accurate measurement of subcontract works. ○ The management of subcontract accounts including issuing of subcontract payment certificates. <ul style="list-style-type: none"> • To assist the company's Estimating team in: <ul style="list-style-type: none"> ○ The preparation and compilation of tender submissions. ○ Liaising with suppliers to obtain competitive prices for materials and to manage and maintain a database of price information. ○ The preparation and finalising of prices to be included in the tender submissions. ○ The take-off of quantities for materials and services from the tender drawings and documents. ○ Managing and assess the appropriate materials to be used for the work. ○ Undertaking site investigations, using engineering judgement to select suitable working methods and to identify potential problems not apparent from the tender documents. ○ Receiving, registering and acknowledging all tender documents sent to Divisional operational services. ○ Ensuring that all tender documents are returned on time and in the specified format.
<p>Key objectives for the next 12 months</p> <ul style="list-style-type: none"> • To achieve the academic and work-based requirements to progress through the defined pathway. • To gain an understanding of estimating, commercial and contractual matters • To be committed to your ongoing development • To achieve student membership of a recognised professional institution. • To achieve sign off of achievable development objectives relevant to the placement.

Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed.

Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

Behavioural Competencies	Recruitment and selection
--------------------------	---------------------------



<p>Making Safety First</p> <p>This is about ensuring safety is at the forefront of everything we do and embedded throughout the business, enabling CORMAC to be recognised as a proactive leader in risk management and contributing to our aspiration of Zero Harm for everyone involved with, or affected by our work activities</p> <ul style="list-style-type: none"> • Encourage ownership of risk by teams managing work activities • Maintaining regular front line presence to demonstrate leadership for safety • Ensure hierarchy of risk control for elimination of hazards is considered from project inception through to completion • Keeps abreast of legislative change and emerging technologies to maximise impact on safety management 	Interview
<p>Working Together towards a Successful Business</p> <p>This is about contributing to good working relationships and team effectiveness, so that the collective performance is greater than the sum of each individual's effort, whilst recognising the contribution each team makes to CORMAC's business objectives. This is seen by:</p> <ul style="list-style-type: none"> • Tackling conflict within the team or group, trying to balance team and individual needs • Sharing resources for the benefit of the wider organisation • Supporting teams and individuals during difficult or challenging times • Asking for and using ideas from team members to improve work and meet business objectives 	Interview
<p>Leading the Business and Managing Change</p> <p>This is about contributing to the business and inspiring others to learn and develop whilst accepting challenges, especially in times of change. This is seen by:</p> <ul style="list-style-type: none"> • Using a tailored approach, individually and with group, to develop and stretch their ability • Seeking regular feedback for self and team, and is open about and learns from actions • Influencing persuasively at all levels and takes appropriate and shared decisions to fulfil business objectives • Offering constructive suggestions, formulating new ideas and driving change across the business 	Interview
<p>Satisfying our Customers and Engaging with our Community</p> <p>This is about contributing to good customer (including client) relationships and working with and engaging our partners and communities to support local aspirations. This is seen by:</p> <ul style="list-style-type: none"> • Keeping abreast of changing customer needs / issues and anticipates the impact on CORMAC • Using intelligence about customers and local communities to improve service • Building effective relationships with the community and works with them to meet their aspirations • Working collaboration with internal and external partners to deliver business objectives and enhance CORMAC's reputation 	Interview



Sustaining and Innovation our Business This is about contributing to the ongoing success and development of CORMAC's business, by growing and innovating for long term sustainability. This is seen by: <ul style="list-style-type: none"> • Understanding CORMAC's relative position in relation to key success factors in the industry • Developing networks (internally and externally) to get regular and up to date information about opportunities • Negotiating with suppliers / providers to get the best deal and secure long term relationships • Championing CORMAC's reputation and seeks competitive advantage 	Interview
---	-----------

Knowledge, skills and experience	Recruitment and selection
Qualified with five GCSEs at Grade C (or at grade 4 under the new grading system) or higher, including Maths and English	Application Form
Demonstrates ability to work on own initiative and work effectively as part of a wider team	Application Form Interview
Sound computer literacy skills in MS Office software packages (Word, Excel, Outlook etc), Windows OS and Internet Explorer	Application Form Interview
Ability to communicate with others in a range of media e.g. telephone and email in order to give and receive information accurately	Application Form Interview
Customer care skills including excellent communication skills	Interview

Other requirements	Recruitment and selection
The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role.	Application Form
This role has been identified by the organisation as safety critical	YES
This post is subject to overtime (where approved/appropriate)	YES
This post is subject to the Company's Flexitime Scheme	NO
This post is subject to a criminal records disclosure check	NO
This is a politically restricted post	NO