Key facts

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| Job title: | Commercial Trainee Commercial Dept | Location: | TW North Yorkshire |
| Business: | Stockton On Tees | Report to: | Commercial Director |

The purpose of the role

The aim will be to equip the Trainee with an appreciation of the Company’s overall business and an in-depth knowledge of the Surveying function within the Regional Business Unit. The overall training will enable the Trainee to carry out the key activities as detailed below. Thereafter, and subject to the Trainee’s performance over a four year period and a suitable vacancy, it will be the intention to employ the Trainee in an appropriate permanent position within the Commercial Department.

Key accountabilities

1. Commercial Management of Housing Projects

* Calculate all the costs on developments within the Business, reporting any movements in the costs since the preparation of the Land Purchase Exercise. Costs to include, but not restricted to house pricing, labour costs, site work operations and remediation work
* Provide a detailed cost budget and share with Site Manager at the appropriate time
* Maintain schedules of quantities and price them individually for prime cost budget

• Full procurement process for sub-contractors and suppliers.

2. Monitor and report costs

* Complete the apportionment of total costs to individual plots and produce a profit analysis for the Senior Surveyor
* Monitor and explain Sub Contractor cost movements
* Responsible for Sub Contractor payments, variation orders and day works and settlement of final accounts
* Undertake valuations of production at budgeted cost on a monthly basis and report on savings and excesses against Budget costs to the Director
* Forecast final accounts

3. General

* Be aware of all Codes of Practice that impact on estimating, i.e. Building Regulations, NHBC requirements, HSE etc.
* Monitor, reconcile and recharge any costs, which relate to shared cost items with either other Businesses within the Group, or external Companies.
* Attend Pre Start, Specification and any other relevant meeting as required under the Company’s Operating Framework procedure
* Input and maintain any computer based databases or systems
* Any other duties as required by the Commercial Director and Commercial Manager.

Primary network: who you will work with

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| --- | --- |
| Internal: | All Staff involved in site development |
| External: | External suppliers of materials and labour |

Key competencies

* Be planned and organised
* Collaborate
* Develop relationships
* Continuously improve performance
* Makes informed decisions

Training Progression

* It will be necessary for the Trainee to enrol on a recognised and relevant training course at a local college. Exam results and college reports will be reviewed at the appropriate time, and continuing employment will be dependent upon satisfactory results.
* The Trainee will be appraised every three/six months to review progress.
* The Trainee’s salary will be reviewed annually

Other

* It will be necessary for the Trainee to hold a driving licence or be working towards acquiring one and have their own transport
* It would be preferable, but not mandatory, for the Trainee to have a minimum of 3 ‘A’ Levels at Grade C or above
* IT literate and knowledge of Microsoft Office (Excel and Word)

If you wish to be considered for this role, please send your C.V. to:

John Gallagher, Commercial Manager, Taylor Wimpey North Yorkshire, Lockheed Court, Preston Farm Industrial Estate, Stockton on Tees, TS18 3SH

Or via email to [john.gallagher@taylorwimpey.com](mailto:john.gallagher@taylorwimpey.com)

Please advise your Line Manager if you are currently employed by Taylor Wimpey and are intending to apply for this position.

**Closing date for applications is 10th July 2015.**