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| Job Title: | MANAGEMENT TRAINEE – COMMERCIAL DEPARTMENT | |
| **Business:** | **Taylor Wimpey North West** | |
| **Location:** | **Birchwood, Warrington.** | |
| **Reports to:** | **Tony Mellor – Commercial Director, Tim Farnworth – Commercial Manager** | |
| **Direct Reports:** | **None** |  |
| **Main Interfaces** | **All Staff involved in site development** | **External suppliers of materials and labour** |

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| Overall Purpose |
| 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, subject to the Trainee’s performance a suitable vacancy will be considered. |

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| Key Activities |
| 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 |
| 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 |
| Key Competencies |
| * Team Working * Negotiation Skills * Attention to Detail * Business Acumen * Customer Focus |

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| Preferred Experience |
| * Experience in the discipline within the housebuilding industry would be beneficial, but not essential * Knowledge of Building Regulations, NHBC and Health and Safety requirements would be beneficial but not essential |

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| **Training Progression** |
| * It will be necessary for the Trainee to enrol on a University Course which is relevant to their job role for the duration of the 3 years * The Trainee will be appraised every three/six months to review progress * The Trainee’s salary will be reviewed annually |

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| Other |
| * It will be necessary for the Trainee to hold a driving licence 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 |

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

Tim Farnworth, Commercial Manager, Taylor Wimpey North West, The Beacons, Warrington Road, Birchwood, Warrington, Cheshire, WA3 6XU Or via email to [tim.farnworth@taylorwimpey.com](mailto:tim.farnworth@taylorwimpey.com) by the closing date of Friday 5th June 2015.