

Job Description

Job title:	Quantity Surveyor
Reports to:	Assistant Director of Repairs & Maintenance
Responsible for:	No Direct line management responsibility

Role Overview

Like us, you are committed to exceptional customer service, and working hard to ensure our customers feel valued, heard, and supported. We deliver affordable homes and build better futures by actively listening to the needs and aspirations of our customers. We work to create communities where people feel safe, secure, and empowered. By fostering open communication, offering tailored services, and continually striving for excellence, we all aim to build lasting relationships that go beyond housing – enhancing lives and contributing to thriving, vibrant communities where everyone can feel good to be home.

The Quantity Surveyor role provides commercial support across Accent's responsive repairs and voids contracts, helping Accent Housing make the most effective use of its resources. Working as part of the Property Services team, the role is focused on ensuring our services are financially well managed, deliver good value, and support the organisation's commitment to providing safe, quality homes for customers.

The role involves working closely with colleagues and contractors to maintain strong financial control across responsive repairs and voids. The Quantity Surveyor will provide advice on costs, quoted works, schedule of rates compliance and commercial risks, helping teams make informed decisions and deliver best value. You will be proactive in identifying efficiencies, challenging costs where appropriate, and supporting continuous improvement, while maintaining a practical and collaborative approach to working with a wide range of stakeholders.

Core Values Alignment

We live and breathe our values. We are Smart, Driven, Caring, and Inclusive. Our colleague and leader competency framework underpins this and helps provide focus and clarity around the behaviours and attributes that are expected at

Accent. Our focus on value for money ensures that we continue to spend wisely, work productively and make the best use of our resources. This is all about how we do things: it's what we expect everyone to embrace and work towards in their roles.

As a Quantity Surveyor, you will embody our values by taking ownership of your tasks, being proactive in your role, and contributing to the successful delivery of services. Being Smart means continuously seeking to improve your knowledge and skills. Driven reflects your commitment to delivering quality work within agreed timescales, for example, completing payment certificates on time. Caring is at the heart of your interactions with contractors, customers and colleagues, ensuring that everyone feels heard and valued. Inclusivity will guide your approach to teamwork and customer engagement, ensuring that diverse perspectives are respected and considered in every aspect of your role.



Key Responsibilities and Duties

- Manage, monitor and support cost control across Accent's responsive repairs and voids contractors
- Review, validate and approve quoted works, ensuring costs are reasonable, justified and aligned to contract requirements
- Check contractor applications, valuations, variations and payments to ensure works are accurately costed and evidenced
- Produce financial reports and advise management on maintenance service costs, risks, and opportunities.
- Ensure compliance with housing regulations, procurement rules, and organisational policies.
- Provide commercial advice and support to Building Services Managers and operational colleagues on cost, value for money and commercial risk
- Identify opportunities for cost savings and continuous improvement while maintaining service quality and customer outcomes
- Provide commercial and technical input into procurement activity, including preparing specifications, pricing documents and supporting tender evaluation
- Ensure all cost management activity is completed in line with contract terms, organisational policies and relevant regulatory requirements

The must haves:

- Quantity Surveying qualification (HNC, HND, Degree, or equivalent).
- Good knowledge of construction contracts, schedule of rates, cost control and commercial management
- Strong financial analysis and reporting skills.
- Excellent stakeholder management and communication skills.
- Proficiency with cost management and housing/property management systems.
- Good understanding of responsive repairs, voids and property maintenance
- Good understanding of relevant health and safety requirements, including CDM Regulations, and how they apply to repairs, voids and property maintenance works
- Strong interpersonal and time management skills, with the ability to work independently and meet deadlines
- Occasional travel to other Accent sites and off-site meetings maybe required
- IT literacy, including proficiency in using company operational software systems

The added extras:

- Experience within social housing, property maintenance, refurbishment, or construction projects.
- Understanding of building regulations, health and safety requirements, and housing legislation.

This role description highlights key responsibilities but is not exhaustive. Colleagues will agree on priorities with their Line Manager and are expected to work flexibly, supporting the team and working collaboratively across teams to deliver outstanding results for our customers. Working together as one team is our norm at Accent and reflects how we achieve success and meet the organisation's evolving needs.

We work flexibly and on an agile basis. We design our work around the customer with the focus being on ensuring we deliver the best possible service to our customers and to the best of our abilities. How and where you work will be agreed with your line manager to achieve the best outcome for both the organisation and for you, wherever possible.

