

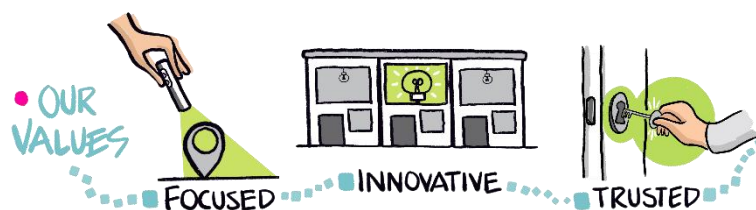


Phone: 0800 585 360

Email: jobs@homesinsomerset.org



Quantity & Contract Management Surveyor Recruitment Pack





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Welcome to Homes in Somerset

Dear Applicant,

Thank you for your interest in working with us at Homes in Somerset. This is a great opportunity for an outstanding professional to join us at an exciting time. Our Quantity and Contract Management Surveyor plays a key role in delivering high-quality investment and planned works programmes that improve customers' homes and communities. Working collaboratively across the business, you'll use your expertise in quantity surveying, contract management and cost control to ensure projects are delivered safely, efficiently and to the highest standards.

The successful candidate will be joining an organisation committed to colleague engagement, where every colleague is valued and heard. We can offer you excellent professional development, training, and support to enable you to achieve your full potential.

If this role excites you and you are keen to join a passionate team of people working for our customers and a leading Arm's Length Management Organisation (ALMO) then we look forward to hearing from you.

Within this pack are all the details about the role and the recruitment process and key dates. However, if you require any further information or would like to discuss the role, please contact us by emailing Jobs@homesinsomerset.org.

We look forward to receiving your application.

With best wishes,

Julia Paling

Head of People and Communications



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About Homes in Somerset

Here at Homes in Somerset, our customers are at the heart of everything we do.

We're soon to become the largest housing provider in Somerset. We are proud to build stronger communities through providing great homes. We are driven to be the best managing agent in England, and we plan to do this by upholding our values and working towards three core strategic themes.

Just a few of our accolades include a Top 50 Landlords Award, Investors in People Gold Award and a gold RoSPA Award for health and safety performance, and we've got big plans for the future.

Our current strategy



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Role Profile

Job Title:	Quantity & Contract Management Surveyor
Contract Type:	Permanent
Salary:	£37,280 - £39,862 per annum (pay award pending)
Annual Leave:	27 days + bank holidays

Role Purpose

Responsible for supporting the delivery of planned investment and major works programmes by providing quantity surveying, contract management and cost control expertise.. Working closely with contractors and colleagues across the business, the post holder oversees contract administration, valuations, budget monitoring, payment verification and statutory compliance to protect and enhance Homes in Somerset's property portfolio

You will:

- By working collaboratively with colleagues from across the business, you will be responsible for overseeing delivery of the investment programme/planned works, providing technical advice relating to operational asset management of the property portfolio, and supporting effective cost control through quantity surveying, valuation and budget monitoring activity.
- You will be predominantly office based and attend meetings when required to ensure that works are progressing safely, in line with agreed specifications, contract requirements and CDM duties.
- Oversee projects and planned works programmes, including contract administration, valuation of works, variation review and invoice checking.
- Ensure all planned and major works are delivered efficiently, safely, to a high standard and within agreed budgets.

What you will bring:

Knowledge, Skills and Experience

- Surveying experience either through appropriate qualifications or work experience.
- MCIOB or RICS qualifications are desirable



- Expertise and experience of similar roles within planned works, capital investment, building surveying or contract management.
- Technical knowledge of building standards, specifications, schedules of rates and contract documentation.
- Contract and contractor management experience, including monitoring performance, quality, cost and programme delivery.
- Quantity surveying knowledge, including measurement, valuation, variation assessment, budget monitoring and cost control.
- Experience of checking contractor payment applications, validating invoices and ensuring accurate financial records are maintained.
- Ability to put Customers First and take responsibility for health and safety.
- Maintaining compliance by ensuring projects are completed in line with relevant legislation and regulations.
- Experience of working in a social housing environment.
- Awareness and practical understanding of health and safety legislation, including CDM Regulations, asbestos management, risk assessments and site safety requirements.
- Full UK clean driving licence and access to a vehicle for work purpose



What we offer

We want Homes in Somerset to be a great place to work, where colleagues are proud to work for the organisation. As well as working alongside some amazing colleagues to provide great services to our customers, we offer a range of benefits.



- We recognise the importance of a work life balance and our hybrid working policy allows you to adapt.
- Up to date, modern equipment provided whether working at home or in the office. We also offer a contribution towards the cost of a desk.
- Generous holiday allowance which rises with service.
- You'll be auto enrolled into the Local Government Pension Scheme where we will contribute 17.4% of your salary.
- We pay more than the statutory parental leave and work with you to balance work and life commitments.
- We offer a 24-hour helpline and access to welfare and lifestyle advice, including counselling. We have also supported colleagues to become Mental Health First Aiders.
- Great learning and development opportunities.
- We celebrate success linked to our values including HiS Heroes and long service.
- Access to discounts for sport, leisure, and entertainment activities.



Recruitment Timetable

Activity	Proposed Dates
Recruitment opens	25 August 2026
Closing date	08 September 2026
Shortlisting	09 September 2026
Formal interviews	16 & 17 September 2026

How to Apply

To apply, please visit the vacancies section on [our website](#). Click on the Menu button, and under the section 'Work with Us' you will find Vacancies, open this up, find the relevant vacancy and select the 'apply now' button to complete your application.

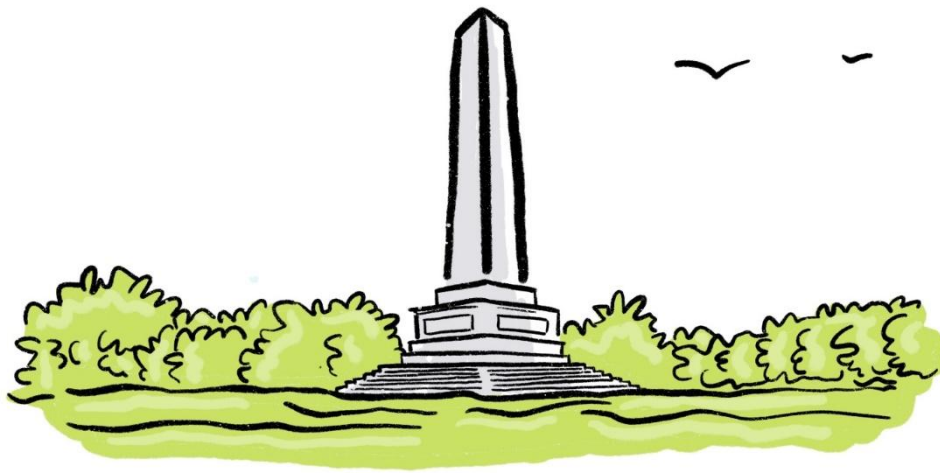
All appointments are subject to two satisfactory references, a DBS check and proof of your Right to Work in the UK. If required for the role, access to a vehicle is essential.

Our address should you need it is:

The People Team, Homes in Somerset, Bridgwater House, Kings Square,
Bridgwater, TA6 3AR

The closing date for applications is **Tuesday 08 September, 2026 at midnight.**





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