



**PROSURV**  
A CUMMING COMPANY



CANDIDATE BRIEFING PACK  
PROJECT MANAGER + EMPLOYER'S AGENT

# WELCOME TO PROSURV

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Dear Applicant

Thank you for expressing an interest in a career with Prosurv Consult. I am pleased to enclose a candidate briefing pack which includes all the information you should require prior to making a formal application.

Prosurv strive to employ exceptional and enthusiastic individuals and we offer opportunities to join our existing team at our Head Office in Stoke-on-Trent and can also pass on applicants to our parent company, Cumming Corporation, who can offer opportunities within their USA offices as well as with other companies within the group, such as MHBC Cumming based in London.

In return for your hard work and commitment, we offer a competitive salary enhanced by generous soft benefits and incentives. We also pride ourselves on our strong team culture with our staff retention at an all time high, supported by an RICS Structured Training Programme and regular social events.

Prosurv is a successful and expanding business. We want to share that success with talented people who employ our business acumen and drive to succeed. Should you have any questions or require additional information, please do not hesitate to contact us.

Yours sincerely

A handwritten signature in black ink that reads "Paul". The signature is written in a cursive style with a long horizontal stroke underneath the name.

**Paul Dunning**  
*Managing Director*

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# WHO WE ARE **ABOUT US**

Prosurv Consult is a nationwide multi-disciplinary Construction Consultancy, experienced in all sectors of the construction and property industry.

Our highly skilled and experienced team is dedicated to delivering a complete range of quality, Client-focused services including:

-  Construction Cost Consultancy
-  Project Management
-  Employer's Agent Services
-  CDM Advisor Services
-  Development and Funding Management

Our integrated and proactive approach to Project Management and Cost Consultancy builds strong relationships with our Clients and we are regularly commissioned and referred by existing Clients.

Our innovative processes and experienced team add value to every project, identifying opportunities, reducing risk and coordinating Client requirements efficiently with minimal input from the Client.

## **THE PROSURV 'DNA'**

**Professional**

**Diverse & Inclusive**

**Results Driven**

**Client-Focused**

**Continued Professional Development  
& Training**

**Reliable**

**Motivated Staff**

**Career Focused  
& Career Pathways**

**Social & Entertaining**

# WHO WE ARE

# AWARD WINNING QUALITY

Our commitment and dedication to delivering a personal, quality service has earned us numerous awards including:

## **Building Magazine**

Listed 115<sup>th</sup> in the 'Top 150 Consultants' List 2019

Listed 33<sup>rd</sup> in the 'Top 50 Project Managers' List 2019

Finalists for 'Construction Consultant of the Year Award' 2017, 2018 and 2019

Winners of 'Construction Consultant of the Year Award' 2012

## **Staffordshire Chambers Business Awards**

Winners of 'Professional Services of the Year' 2019

Winners of 'Professional Services of the Year' 2018

Finalists for 'Professional Services of the Year' 2017

## **APS National CDM Awards**

Winners of 'Principal Designer of the Year' 2018

## **Brownfield Briefing Awards**

Winners of 'Best Project Closure/Verification Process' 2017

Winners of 'Best Brownfield Infrastructure Project' 2017

Winners of 'Best Urban Regeneration Project' 2016

Winners of 'Best Regeneration involving Brownfield' 2014

## **RICS Wales Awards**

Winners of 'Regeneration Category' 2016

## **The Sentinel**

Winners of 'Small Business of the Year Award' 2010



# WHO WE ARE

# COMMUNITY & SOCIAL

## WORK HARD, PLAY HARD

Prosurv believe strongly in a 'work hard, play hard' ethic. We know that our success as a company is down to our loyal and motivated employees.

In return for their hard work, we organise numerous employee events and socials throughout the year, including our Annual Summer Party, Christmas Party as well as other team bonding activities, football matches and meals out.

## LOCAL CHARITY SUPPORT

Prosurv are proud to have Staffordshire 'roots' and we aim to support the local charities as much as possible. We run regular fundraising events such as 'The Three Peaks Challenge', Christmas Jumper Days and charity football matches, as well as attending local charity events organised by the charities themselves.

Locally, we are proud to support both The Donna Louise Children's Hospice and Dougie Mac raising funds regularly throughout the year.



WHAT WE OFFER

# GRADUATE & APPRENTICESHIP SCHEMES

## GRADUATE OPPORTUNITIES

If you are a recent graduate or will soon graduate and you join Prosurv on our Graduate Scheme, you will be afforded the opportunity to gain experience and onward qualifications in Quantity Surveying and Project Management to assist in strengthening your knowledge and skillsets acquired from University.

The candidate should preferably have, or be expecting to obtain, a 2:1 degree level.

In addition to annual personal development appraisals and regular meetings to review training and development requirements, you will be able to take advantage of our strategy of promoting growth from within the company utilising a structured approach to ensure that candidates are given the support to progress suitability over time into senior roles.

As a graduate you will have access to a dedicated training mentor, and support from colleagues and more experienced professionals who are available to offer guidance and advice.

You will be supported in registration with an industry recognised professional body and you will have access to our RICS structured training system to allow you to train and study to become a Chartered Surveyor as soon as you are ready to do so.

## OPPORTUNITIES FOR SCHOOL AND COLLEGE LEAVERS

Prosurv provides apprenticeship opportunities to support your career development. Choosing a degree apprenticeship means that you will gain valuable work experience while studying for a degree with one of our preferred RICS accredited further education learning providers.

As an apprentice, you have access to a dedicated training mentor, and support from colleagues and more experienced professionals who are available to offer guidance and advice along the way.

You will be supported in registration with an industry recognised professional body and you will have access to our RICS structured training system to allow you to train and study to become a Chartered Surveyor as soon as you are ready to do so.

## Training and Development

Prosurv is committed to providing training and career development opportunities to all of our employees. Our Structured Training Agreement supports all individuals in receiving and maintaining both academic and professional qualifications to improve both your own knowledgebase and strengthen the knowledge within the business as a whole. Prosurv offers both tuition reimbursement and direct payment of course costs to our eligible employees.

## WHAT WE OFFER

# EMPLOYER'S AGENT, QUANTITY SURVEYOR & PROJECT MANAGER OPPORTUNITIES

### QUALIFICATIONS

This role requires, as a minimum, a degree or equivalent in Quantity Surveying and/or Project Management. Ideally an RICS accredited recognised degree course, although this is not essential.

The employee should be a Member of the Royal Institution of Chartered Surveyors or alternatively hold at least the equivalent membership of a similar recognised professional body within the construction industry.

### EXPERIENCE

Will have a minimum of 5 years experience in a professional organisation with at least 2 years in a position with responsibilities for key Client accounts, service delivery, resource planning and staff development.

Must have a sound knowledge of business development, income generation and a basic understanding of company administration.

### TECHNICAL KNOWLEDGE

Must have an in depth knowledge of the skills of a Quantity Surveyor/ Employer's Agent / Project Manager and/or and be able to provide sound advice on a strategic level through practical applied experience.

Able to explain the advantages and disadvantages of the application of QS/ EA /PM procedures and give professional advice to Clients.

### CHARACTER

Must be a responsible team member and also be capable of motivating teams and individuals.

Must be capable of planning, prioritising and organising tasks and activities, time-management.

Must have excellent communication skills, empathy and mutual understanding.

Must be able to identify and agree tasks, delegate where appropriate, follow up and ensure conclusion.

Must be able to develop positive relationships including those between different departments, be a good listener who understands other people's needs and be able to establish a rapport with all types of individuals and businesses.

Must be a creative person with good vision and an innovator who is capable of solving problems and disputes, taking the initiative and making clear decisions.

Needs to have self development skills, demonstrate self control, compassion and humanity and be always striving for personal growth and improvement.

# WHAT WE OFFER

# **OVERSEAS OPPORTUNITIES**

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## **USA GRADUATE PROGRAMME**

Prosurv are proud to be part of the Cumming Corporation, one of the fastest growing Project Management and Cost Management consultancies in the USA.

Cumming Corporation are currently looking for Junior Surveyors to join their team. There is an exciting Graduate Programme for motivated and enthusiastic individuals who are interested in living in the USA.

For further information about the opportunities available please contact:

Erin Hurd  
Director  
Talent Acquisition and Development  
[ehurd@ccorpusa.com](mailto:ehurd@ccorpusa.com)

Or visit the Cumming Corporation website:  
<https://ccorpusa.com/careers/ukgradprogram>



# WHAT WE OFFER

# **SELECTION CRITERIA**

Your selection will be based on your suitability to fulfil the role as outlined in the job description and based on the following:

## **QUALIFICATIONS**

Academic and Technical

## **EXPERIENCE**

As required in accordance with the Job Description

## **KNOWLEDGE**

Technical Knowledge  
Industry Awareness  
Skills Matrix  
About Prosurv Consult  
IT & Systems

## **SKILLS**

Communication  
Negotiation  
Client Delivery  
Cultural / Social Awareness  
Business Acumen  
Ambition  
Interpersonal Skills  
Leadership Skills  
Flexibility  
Presentation

## **CULTURE**

Selection will be based on a detailed review of the aspects mentioned above. The Prosurv DNA require candidates who we believe will fit within our culture, align with our vision and represent our core values



# WHAT WE OFFER

## **PROSURV PACKAGE**

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**COMPANY CAR\***



**DEATH IN SERVICE BENEFIT**



**25 DAYS HOLIDAY PLUS BANK HOLIDAYS**



**DISCRETIONARY BONUS**



**INDUSTRY RENOWNED TRAINING & DEVELOPMENT PROGRAMME**



**WORKPLACE PENSION SCHEME**



**RICS STRUCTURED TRAINING AGREEMENT**



**FLEXIBLE WORKING OPPORTUNITIES**



\*Dependant on position offered within the Company

# JOINING US

# **APPOINTMENT PROCEDURE**

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All applications will be treated in the strictest confidence.

In the first instance candidates are requested to submit their CV as detailed below:

## **EMAIL**

[careers@prosurv.co.uk](mailto:careers@prosurv.co.uk)

## **POST**

### **Private & Confidential**

Daniel Smith (Careers Application)  
Prosurv Consult  
The Gatehouse  
Bessemer Drive  
Festival Park  
Stoke on Trent  
Staffordshire  
ST1 5GR

*Prosurv are an Equal Opportunities Employer and a copy of our Equality and Diversity Policy is available upon request.*

## **THIRD PARTY RECRUITMENT COMPANY APPLICATION**

Where this document has been provided to you by a Third Party Recruitment Agency, please refer your application via the agency responsible in the first instance.

