Assistant Surveyor (AM1/2)

**Location:** Birmingham, London or Warrington with travel as required (we offer Hybrid working)

**Full Time or Part Time:** Full Time

**Directorate:** Land Assembly

**Salary:** Negotiable DOE

**Company Overview:**

Ardent is the UK’s leading provider of land, consent management and stakeholder engagement services to support major infrastructure and regeneration projects from concept to delivery.

We are Project Managers, Chartered Surveyors, Engagement specialists and Land Referencers, based in London, Birmingham, Warrington, Leeds, Glasgow and Dublin and supporting projects throughout the UK and Ireland.

Established in 1992, we are a high-growth business, that has doubled in size to c. 200 people during the past 3 years, and our client portfolio includes some of the biggest players across our four core sectors of transport, renewables, utilities and regeneration.

We are passionate about delivering life-improving change for communities and future generations and we are proud to play a key role in facilitating and delivering the UK and Ireland’s net zero agenda, improving connectivity, enabling the repurposing of high streets and town centres and delivering new homes for the people who need them most.

We are problem-solvers, can-doers and solution-drivers working collaboratively with our clients to provide proactive and strategic advice to identify and mitigate risks, deliver efficiencies and, ultimately, achieve deliverable consents and build projects that positively impact people’s lives and the world that we live in.

As part of our continued growth, we have an opportunity for an Assistant / Graduate Surveyor to join our Land Assembly Directorate.

This role would suit a recent Graduate who is looking to start their career off in Surveying within Infrastructure.

**Duties involve:**

* Acting as Assistant Project Account Manager where required.
* Supporting Surveyors and Land Managers on small projects and assist in the delivery of project deliverables.
* Gathering information and data using systematic methods (e.g. reports, surveys, focus groups) to aid decision making.
* Supporting with the negotiation of agreements, preparing written information and evidence for hearings and inquiries.
* Support Case Manager or Lead Manager to deliver a professional service.
* Supporting with landowner meetings.

**Skills / Experience Required:**

* A good listener and the ability to communicate assertively & with empathy if needed.
* RICS accredited degree
* Ability to write a professional letter/email to clients.
* Holds a basic knowledge and understanding of the processes of land assembly methods of compulsory process.
* To have a relevant working knowledge of the DCO, CPO and TWAO processes (dependent on project case load).
* A positive attitude with a willingness to learn.

**Key Business Skills:**

**People**

**The role is accountable for the following:**

* Able to prepare letters, reports and meeting notes with minimal errors.
* Demonstrate ability to show empathy and understanding when communicating with a range of stakeholders both internally and externally.
* Demonstrate the aptitude and commitment to supporting entry-level colleagues.

**Quality**

**The role is accountable for the following:**

* Able to demonstrate basic client interaction skills, including responding to client inquiries and requests by email and phone.
* Demonstrate ability to source information, use own initiative, and ask relevant questions of colleagues to develop knowledge.

**Growth**

**The role is accountable for the following:**

* Able to develop internal network and demonstrate understanding of the services offered by each Directorate and how those services are complementary to one another.
* Demonstrate interest and knowledge of the core sectors that we operate within.

**H&S/SV**

**The role is accountable for the following:**

* Demonstrate an understanding of workplace safety rules and regulations.
* Comply with company policies relating to health and safety and have completed all mandatory H&S training.
* Demonstrate familiarity with evacuation plans for your office.
* Ensure appropriate Personal Protective Equipment (PPE) is worn at all times
* Understand the importance of promptly reporting safety incidents, including near-misses and hazards, to supervisors.
* Able to demonstrate capability of completing a risk assessment for site visits, having regard for different risks and hazards, and identifying potential opportunities to mitigate them.
* Participating in safety training sessions and workshops to enhance knowledge and skills.

**Finance**

**The role is accountable for the following:**

* Able to demonstrate understanding of the revenue to cash cycle, and the importance of accurately recording time, converting WIP to debt and maintaining a positive cash balance to enable reinvestment and facilitate growth.

**Behavioural Skills Required (Based on our Values) :**

* **Thirst for Knowledge** *(We embrace opportunities to learn and improve for personal and professional growth) -* Demonstrate a strong commitment to the development of yourself, and your people, for your role in a growth company and future role. Coach and mentor others (or actively engage with your Coach) to have a deep understanding of their knowledge and experience. Actively supporting with areas of development and career goals, extending beyond a technical remit and actively developing your business knowledge on an on-going basis.
* **Own It** *(We do what we say we will. We own our individual actions, are accountable for them and take pride in adding value)* - Act like it matters, take pride and caring about the outcome of people in your team, or who you work with, and your clients objectives.
* **Be the Difference** *(Focus energy to make things happen. Be beyond process. Stand up, Stand out)* - Be confident in your decisions and implementing them, taking into account the wider structure and *objectives of the business, working with or alongside peers across the business. Be more than any other competent person in your role.*
* **Enjoy the Journey** *(Have fun, be engaged and be proud to be Ardent) -* Translatinggoals and visions of the business into meaningful objectives for your team in a positive and engaging manner (delivering excellence in your own objectives), demonstrating your commitment to Ardent and the wellbeing and development of your team and colleagues. Understand the needs of your people and colleagues to have, purpose/fulfilment, personal growth, engagement, team culture and fair pay.
* **Adapt** *(We drive change and innovation to deliver growth and new opportunities in an ever-changing world)* - As a growth company Ardent is all about change. You must be a change maker. Demonstrate ability to drive and/or implement change to enable Ardent to continue to excel. Listen to your team and people you work with to actively search for opportunities to create change. Exhibit a resilient attitude, communicate key information in a clear and engaging way to influence others**.**

*Ardent is an equal opportunities employer that is committed to inclusion and diversity. We positively encourage applications from suitably qualified and eligible candidates regardless of race, colour, religion or belief, age, sexual orientation, gender identity/expression, disability status or other legally protected characteristics.*

With people at the core of our business, we offer employees an unrivalled career opportunity rather than simply a job. In a fast growing organisation, we train, develop and support our staff to grow and achieve their career goals. This is supported by a number of initiatives to look after the wellbeing of our employees whilst allowing employees to work flexibility and maintain a positive work life balance.

We offer an attractive benefits package to include :-

* Hybrid working
* Smart Working Policy
* Medical health plan
* Career progression
* Coaching
* Cycle to Work
* Electric Car Scheme
* Enhanced maternity and paternity pay

For more information, please see our services page on our website at [www.ardent-management.com](http://www.ardent-management.com)

Interested? Get in touch!

Should you be interested in hearing more about the position or wish to send your cv in to people@ardent-management.com or contact Stuart Thomas stuartthomas@ardent-management.com