

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Job Title:	Quantity Surveyor
Reporting to (title):	Associate Commercial Director
Normal Place of Work:	Head Office
Normal Hours of Work:	Monday - Friday; 9:00 – 17:00 (TBC)
Flexibility Required:	Need to be able to travel throughout the UK (TBC)

Purpose of the Role (Overview):
To ensure the successful financial completion of projects, protecting the exposure of the Company to financial risks, together with adherence to the commercial procedures of the business.
Main Duties and Responsibilities:
<p>Main Responsibilities</p> <ul style="list-style-type: none"> To ensure the timely submission of all relevant data required to monitor and analyse individual contract performance on a monthly and quarterly basis thereafter; To liaise with Contracts Management in the day to day commercial administration of contracts to ensure the financial success of construction operations and to keep the Commercial Manager apprised of all material events; To ensure the full and proper implementation of the Group's Commercial Procedures where delegated authority so requires; To ensure a high personal standard of professionalism is evident to clients and peers alike To ensure in consultation with Contracts Management that all necessary notices and submissions required by the various forms of contract are given in an expedient manner so as to protect the Group's position in its trading activities; To ensure in consultation with contracts management that main contract payment applications contain all necessary measure/additional cost claims and that the timely submission of detailed claims and final accounts is achieved; To assist contracts management in the administration of Sub-Contractor performance so as to ensure the economic and timely completion of all sub-contractor liabilities written into the Sub-Contract. To ensure the prompt and regular submission of contract payment applications and subsequent cash collection together with the preparation of Sub-Contractor payments (strictly in accordance with specified payment terms); Involvement in dispute avoidance/resolution; Management of Sub Contract Payments <p>Main Duties</p> <ul style="list-style-type: none"> Submission of Monthly Applications for Payment Sub-Contract Payments Preparation of Sub Contract Work Schedule Monthly Cash Flow Forecasting Monthly Appraisal of Contracts CVR's Valuing variations and managing charge Authorising supplier invoices

PERSON SPECIFICATION

Detail the requirements of the role that potential candidates will be assessed against. Differentiate between essential and desirable requirements. Determine how each requirement will be assessed.

	Essential (E) Or Desirable (D)	Basis of assessment: Application (A) Interview (I) Reference (R)
Qualifications Required: *		
<ul style="list-style-type: none"> • QS Degree (desirable), HND and or construction related qualification; 	E	A
<ul style="list-style-type: none"> • CSCS Card 	E	A
<ul style="list-style-type: none"> • Full Driving Licence 	E	A
Skills Required:		
<ul style="list-style-type: none"> • Proficient in the use of Microsoft packages e.g. Excel, Word etc; 	E	A
<ul style="list-style-type: none"> • Exposure and working knowledge to resolving disputes; 	D	I
<ul style="list-style-type: none"> • Successfully completed a number of final accounts; 	D	I
<ul style="list-style-type: none"> • Proficient knowledge of measurement and valuation; 	E	A
<ul style="list-style-type: none"> • Good knowledge of standard forms of contract; 	D	A
<ul style="list-style-type: none"> • Proficient in reading drawings, specifications and knowledge of construction process; 	E	A
<ul style="list-style-type: none"> • Ability to draft sub contracts; 	E	A
<ul style="list-style-type: none"> • Knowledge of housing grants 	E	I
<ul style="list-style-type: none"> • Experience of undertaking risk assessments and valuation of them in conjunction with other project team members; 	D	I
<ul style="list-style-type: none"> • Awareness of dispute procedures; 	D	I
<ul style="list-style-type: none"> • Experience of value engineering. 	D	I
Competencies / Experience Required:		
<ul style="list-style-type: none"> • Experience of working on live projects and final account 	E	I
<ul style="list-style-type: none"> • Sound understanding of construction industry and the parties to it; 	E	I
<ul style="list-style-type: none"> • Ability to negotiate with clients/sub-contractors; 	E	I
<ul style="list-style-type: none"> • Ability to produce accurate monthly cost and value reports and outturn financial forecasts. 	E	I
Personal Attributes / Behaviours Required:		
<ul style="list-style-type: none"> • Ability to work in a team environment; 	E	I
<ul style="list-style-type: none"> • Strong attention to detail and organisation skills 	E	I
<ul style="list-style-type: none"> • Communicates with colleagues and clients in a warm and persuasive way both formally and informally. Alters style and manner to suit audience; 	E	I
<ul style="list-style-type: none"> • Ensures that all viewpoints are considered and gains agreement on mutually acceptable outcomes, whilst maintaining the interests of the business; 	D	I
<ul style="list-style-type: none"> • Assesses risk and consequences before making a judgment on available evidence and ensures that decision is implemented. Delegates where appropriate. 	E	I
References Required:		
<ul style="list-style-type: none"> • Yes – a minimum of 2 references will be required including 1 professional and 1 personal reference. 	E	

* Include any pre-defined “must have” qualifications for the role. If essential training cannot be proven prior to employment commencing it must be captured in the new employee’s induction programme and completed by the end of the probationary period at the latest.

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