

# Job Description and Person Specification



<b>Job Title</b>	Managing Quantity Surveyor
<b>Reporting to</b>	Head of Commercial
<b>Location</b>	Head Office, with regular site visits
<b>Hours</b>	Full time
<b>Salary</b>	Salary dependant on skills, knowledge and experience

## Summary of the Role

To provide commercial support to the Quantity Surveying function and be accountable for the development and implementation of all commercial/contractual matters required to deliver the project satisfactorily.

## Responsibilities

- Provide Leadership and Motivation amongst all commercial staff
- Provide Commercial support to the Senior Operational Team
- Mentor and develop commercial staff providing continuous development according to CPUK behaviours, corporate standards and legal compliance
- Review and implement robust systems and procedures managing commercial risks and returns (pre-tender and post-tender)
- Ensure a positive approach to clients' needs on the projects won with a view to securing future business/repeat work
- Work closely with operations and supply chain to ensure robust procurement process and strategy per scheme
- Assess, identify and implement improvements and alternative ways of working to ensure that we deliver a streamlined and quality service
- Ensure that we identify and mitigate against risk to project performance by maximising value, driving down costs and improving margins
- Identify and report on KPIs which inform the performance of the business and the function
- Identify an early warning system to ensure proactive and timely variance reporting against budget – ensure “no surprises”
- Develop the performance and capability of the QS function to ensure high levels of performance and professional standards in accordance with a code of ethics, honesty and transparency – the right people in the right place
- Ensure personnel are informed and up to date in matters of contract, professional standards, corporate compliance, contractual standards, & legal obligations

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- Initiate, establish and lead appropriate multi disciplinary team meetings to ensure open and transparent communications in the interests of the performance of the scheme
- Establish and implement training plans for the recruitment & development of trainees in the business.
- Support the implementation and development of all talent management tools to recruit and secure and develop top talent across the function
- Responsibility for the management of any/all commercial disputes

Person Specification		
	Essential	Desirable
<b>Qualifications</b>	Degree or Equivalent in Quantity Surveying	Member of the Royal Institution of Chartered Surveyors
	CSCS Card (Black)	
	SMSTS	
<b>Skills/ Competencies</b>	Strong Leadership	In a Managing Quantity Surveyor or Commercial Manager role currently
	Robust character – visible	
	Approachable	
	Determined, completer finisher, unstoppable	
	Strong interpersonal skills	
	Good communicator - Influencer/persuasive (internal and external colleagues)	
	Team assembly / Team Management Mentoring / Development of staff	
	Management of client relationships	
	Recruitment skills	
	Analytical and problem-solving skills	
	Organisational skills	
	Entrepreneurial mindset	
	Strategic thinker	
	Accurate Forecasting / Reporting processes (Monitoring of KPIs)	
	Ability to deal robustly with stuck accounts and navigate	
Money earner (not burner) maximise value/minimise costs		
<b>Knowledge</b>	Contractual Awareness (JCT Forms)/ commercial advice	Abreast of Construction Law precedents
	Experience of Dispute Resolution Techniques	

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	<p>Working knowledge of latest JCT Standard Forms</p> <p>Subcontract Standard forms and their operation</p> <p>Up to date multi storey construction techniques</p> <p>Knowledge of regional supply chain – ability to bring in quality s/c</p>	
<b>Experience</b>	<p>Schemes £1m-£25m</p> <p>Senior Managerial position (used to running Teams of Quantity Surveyors)</p> <p>Ability to work with all stakeholders (clients/ subcontractors/ staff/ agents/ directors/ operational management)</p> <p>Ability to manage conflict</p> <p>Staff allocation</p> <p>Staff management (Performance Reviews/ Management)</p>	In a Managing Quantity Surveyor or Commercial Manager role currently
<b>Background</b>	<p>Main Contractor Background £40 - £70m</p> <p>Schemes covering a range £1m to £25m</p> <p>D&amp;B 'centric'</p> <p>Multi Storey Residential experience</p>	Similar to CPUK – type of work, size, culture & processes (supply chain procurement, valuations, change management)
<b>Special Attributes</b>	Track record of leading successful teams in challenging environments	New Business Contacts / Opportunities
<b>Qualities</b>	<p>CPUK Values / Behaviours:</p> <ul style="list-style-type: none"> <li>• Do what we say we're going to do</li> <li>• Make decisions for the good of the whole</li> <li>• Contribute Actively</li> <li>• Communicate Clearly</li> <li>• Take Ownership – be accountable</li> <li>• Leadership and Integrity – honesty/respect</li> <li>• Team Player</li> <li>• Technical Expertise</li> <li>• No Blame</li> <li>• Develop our people</li> </ul>	

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## Working Conditions

The post holder may be required to work outside of their normal working hours if required by the business, however this will not be a regular occurrence. The post holder will also be required to travel to sites other than head office if required.

## Physical Requirements

The post holder will be required to work from a desk using a computer for the majority their working week. There may also be some light lifting, i.e. paper files.

## Direct Reports

The Managing Quantity Surveyors will directly report into this role, and the role has responsibility of all Quantity Surveyors across the Group.

### Note:

No job description can be entirely comprehensive and the post holder will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the role profile and the status of the post with the company.

You will be expected to carry out all duties in the context of and in compliance with the Company's policies and procedures.

<b>Approved by</b>	Mark Nuttall, Head of Commercial
<b>Date approved</b>	April 2019
<b>Reviewed</b>	April 2019