

Job Description and Person Specification



Job Title	Quantity Surveyor
Reporting to	Managing Quantity Surveyor
Location	Site based
Hours	Full time
Salary	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

Contract Commencement

- Attend Tender Handover Meeting and obtain and understand a full brief on the project
- Analysis of Tender Sum and determination of package allowances
- Assist Site Manager in the compilation of the Subcontractor and Materials Procurement Schedule.
- Subcontract Procurement

Technical

- Ensure correct Records are kept and maintained on site
- Appreciation of Measurement in line with SMM7
- A thorough awareness of Construction Techniques and Preambles
- Walk around site to ensure awareness of ongoing activities / identify potential problems
- Keep a work experience log (where appropriate).

Contractual

- Understand and administer Forms of Contract (Main and Subcontract)
- Assist in the preparation, submission and agreement of Loss and Expense Claims
- Warranties - ensure wording is correct and satisfactory
- Bonds / Parent Company Guarantees
- Understand Insurance Requirements and Administration
- Understanding of Programme Logics and have an appreciation of Outputs

Financial

- Identify, price and agree Variations in a timeous manner
- Arrange and chair Implications Meetings
- Ensure a Changes Schedule is in place and up to date
- Preparation, submission and agreement of Interim Valuations and Final Accounts
- Keeping Client / Clients QS updated with regard to Final Account estimation
- Cash Collection
- Internal Cost Reporting, Preparation of CV's and Forecasts
- Checking, agreement and Certification of Subcontractor Interim Valuations and Final Accounts
- Ensure Monthly Cost Files are reviewed with appropriate actions noted and undertaken

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Administration

- Read all correspondence and action appropriately
- File correspondence including setting up systems
- Ensure the Drawing Register is maintained and up to date
- Archiving upon completion of the Contract

Site Interaction

- Manage and Develop an Assistant QS (where appropriate)
- Provide Commercial Support to the operational Team
- Ensure Site Team understand and fulfill objectives
- Work as an Integral part of the Site Team
- Problem Solving
- Value Engineering
- Have a Proactive approach to safety, work safely and do not endanger others
- Work in line with established QA Procedures

Tendering

- Provide Commercial support in the Submission of Tenders

Person Specification		
	Essential	Desirable
Qualifications	Degree or Equivalent in Quantity Surveying	Member of the Royal Institution of Chartered Surveyors
	CSCS Card (Black)	
	SMSTS	
Skills/ Competencies	Team player	In a Quantity Surveyor role currently
	Robust character – visible	
	Approachable	
	Determined, completer finisher, unstoppable	
	Strong interpersonal skills	
	Good communicator - Influencer/persuasive (internal and external colleagues)	
	Development of Assistants/Trainees	
	Management of client relationships	
	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		

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

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 be site based and required to travel to sites as required by the business.

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Physical Requirements

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

Direct Reports

None

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.

Approved by	Mark Nuttall, Head of Commercial
Date approved	April 2019
Reviewed	April 2019