

Job Description and Person Specification



Job Title	Senior 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 leadership and be accountable for the development and implementation of all commercial/contractual matters required to deliver projects satisfactorily.

Responsibilities

Contract Commencement

- Attend Tender Handover Meeting and obtain and understand a full brief on the project, including the handover of all estimating information to ensure that the tender proposals are carried through to the construction phase.
- Fully understand and implement the Project Budget, in co-operation with the MQS. Including analysis of the Tender Sum and determination of package allowances, to ensure that the procurement plan and project budget set, reflect the tendered works. Also, to ensure that all future procurement can be accurately measured against the tender package allowances.
- Assist Site Manager/PM in the compilation of the Subcontractor and Materials Procurement Schedule for all material orders. To ensure that the bulk material targets are set in stone, and any wastage of material can be measured against the budgets set.
- Set up a project cash flow that is relevant to the site programme and present to the site team for review before issuing to the Client.

Sub-Contract Procurement

- Agree a set procurement schedule with the site team, so that sub-contract orders are sent on time, with the correct lead in times for each trade that meets with the contract programme.
- Wherever possible ensure a minimum of 3 tenders + per package to ensure that the best package can be bought for each trade.
- Ensure that successful tenderers achieve CPUK approved sub-contractor status (S11 Approved) before awarding contracts, to ensure they comply with all requirements within the CPUK pre-qualification questionnaire.
- Fully review sub-contract tenders, before placing orders to ensure compatibility with the main contract requirements to minimize the risk of future variations.
- Thoroughly carry out tender interviews at the pre-order meetings to ensure that the successful sub-contractor has agreed with all the sub-contract terms.
- Ensure sub-contract orders are robust and meet the Main Contract requirements.

Technical

- Ensure correct records are kept and maintained on site in respect of all commercial matters, including all site measures / level information / hours recorded, and the likes, to ensure value recovery where necessary.
- Apply knowledge and understanding of SMM7 / NRM.

- A thorough awareness of Construction Techniques and Preambles that are applicable to the site works, to ensure that the main contract requirements are being carried out on site and passed down through sub-contract orders and to our supply chain where necessary.
- Regular walk around site and communication with the site team, to ensure awareness of on-going activities / identify potential problems / and alleviate any risks. Identify any down-time for standing machines and the likes to ensure recovery of costs where possible.
- Apply experience and knowledge to assist with any Value Engineering opportunities, and liaise with the production team to implement such methods resulting in improved margin and programme.

Contractual

- Control value recovery, by ensuring and demonstrating a full understanding of the contract requirements, and applying that knowledge to determine when and where variations and changes occur.
- Understand and administer Forms of Contract to ensure the supply chain are performing in accordance with their obligations, and manage any under performance by administering contractual notices where necessary.
- Preparation, submission and agreement of Loss and Expense Claims, control value recovery in light of any changes / variations, and ensure recovery of contract costs and prelims losses.
- Warranties - ensure wording is correct and satisfactory, ensure timely engrossment of Warranties to prevent any withholding of monies by the Client by the non-completion of agreements.
- Bonds / Parent Company Guarantees. Liaise with the Client on the negotiation of PCG's and Bonds, in co-operation with the MQS, to ensure timely agreement of documentation to ensure that the contract administration is in place so that the project can progress.
- Understand Insurance Requirements and administration. Ensure that appointed sub-contractors have the necessary insurances in place, that comply with the main contract requirements, and that insurances are valid and current.
- Understanding of Programme Logistics and have an appreciation of outputs to ensure that prospective sub-contracts have the correct resource requirements to meet programmes.
- Recognise poor performers from the supply chain, who are not complying with the programme. Issue notices accordingly for non-compliance with programme requirements, in conjunction with MQS.

Financial

- Identify, price and agree Variations in a timeous manner, to avoid any future cost disputes with Client and supply chain.
- Attend and provide valuable input into weekly Implications Meetings. Table any pertinent commercial issues, record commercial actions and ensure that they are closed out before the next implication meeting.
- Ensure a Changes Schedule is in place and up to date, ensure it is tracked with the relevant instruction number and is on Union Square as a live document.
- Preparation, submission and agreement of Interim Valuations and Final Accounts with the Client Agent. Control value to ensure a healthy and positive cash-flow.
- Keeping Client / Clients QS updated with regard to Final Account estimation, by keeping all variations updated and accounted for in the valuation.

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- Ensure timely cash collection and payment by the Client to ensure positive cash flow. Ensure any late payment is chased on a regular basis, and record any such late payments in monthly Client meetings, and advise the CPUK finance department.
- Internal Cost Reporting, Preparation of CV's and Forecasts. Cost reports to be updated on a daily basis with any variations / non-recoverable and the likes to ensure that a live cost report document is available at all times. Review costs incurred on a regular basis to ensure any disputable costs are dealt with when they incur, avoid late reconciliation of costs where information and knowledge could be lost.
- Checking, agreement and Certification of Subcontractor Interim Valuations and Final Accounts, challenge all variations, and ensure the works payable have been installed correctly and to the agreed quality, with applicable sign off sheets in place. (Understand the applicable quality requirements – British Standards / NHBC and the likes).
- Ensure that payment / payless notices are submitted to sub-contractors on time, ensuring sub-contractors are provided with an accurate and detailed valuation of their works.
- Ensure Monthly Cost Files are reviewed with appropriate actions noted and undertaken, interrogate any spurious costs with accounts and request further information when required to ensure that costs are correct and legitimate.

Administration / IT

- Read all correspondence and action, make relevant records appropriately.
- Effective archiving upon completion of the Contract, to ensure that all documentation can be made available in the future should that be necessary.
- Become fully conversant with the company's IT systems, including Union Square (USQ) document control system. Ensure that all administration is communicated and recorded through USQ, so that information is accurate and up to date and is duly available to all who need to access it.
- Ensure monthly completion of the Commercial Must Haves (CMH's), to provide the senior commercial team with an accurate record of which relevant actions have been administered during the month.

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 Senior Quantity Surveyor role currently
	Robust character – visible	
	Approachable	
	Determined, completer finisher, unstoppable	
	Strong interpersonal skills	
Good communicator - Influencer/persuasive (internal and external colleagues)		

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	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	
Knowledge	Contractual Awareness (JCT Forms)/ commercial advice 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	Abreast of Construction Law precedents
Experience	Schemes £1m-£25m Ability to work with all stakeholders (clients/ subcontractors/ staff/ agents/ directors/ operational management) Ability to manage conflict	In a Quantity Surveyor role currently
Background	Main Contractor Background £40 - £70m Schemes covering a range £1m to £25m D&B 'centric' Multi Storey Residential experience	Similar to CPUK – type of work, size, culture & processes (supply chain procurement, valuations, change management)
Special Attributes	Track record of working in successful teams in challenging environments	New Business Contacts / Opportunities
Qualities	CPUK Values / Behaviours: <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 	

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	<ul style="list-style-type: none">• Take Ownership – be accountable• Leadership and Integrity – honesty/respect• Team Player• Technical Expertise• No Blame• Develop our people	
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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 be site based and required to travel to sites as required by the business.

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

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