

Job Profile – Quantity Surveyor

Post:	Quantity Surveyor
Accountable to:	Company Directors
Work Closely With:	Site Management Team
Line Management Responsibility:	Commercial Director

General Responsibilities:

To operate as part of the Commercial Team in ensuring that the day to day administration of current and future construction contracts across the business is achieved in line with contract targets. Contribute to the achievement of the overall business and commercial teams' objectives/targets and continuous improvement across the business. Ensure that all activities are undertaken in the best interest of the company, in accordance with the processes and procedures adopted across the business, and project a positive image to clients, stakeholders, potential clients and members of the public.

Key Responsibilities:

1. To contribute to the effective procurement, planning, management, delivery and monitoring of services provided to clients.
2. To contribute to and assist in the achievement of contractual and financial targets, ensuring that all necessary paperwork is processed, retained and retrievable in line with the Business Management System in a timely manner.
3. To prepare and complete the commercial element of tender submissions for projects. Assist with tender submissions by:
 - Examining the tender works information and supporting documentation provided by the client.
 - Preparing and sending out sub-contractor and supplier tender enquiries with all supporting information.
 - To obtain and manage design fees as part of the pre-construction process.
 - Identify and disseminate tender information relevant to particular packages of work to the appropriate supply chain members.
 - On receipt of supply chain quotations undertake an analysis and use the most appropriate cost information for inclusion within the tender.
 - Quantify element of the works for the supply chain to quote and for works to be undertaken internally. Apply commercial rates to works to be undertaken by Lloyd & Gravell.
 - Calculate Preliminary Costs : Time and Method related.
4. Take the lead on contract/project issues, as required, and participate as a member of L&G's project management team ensuring that all project documentation is recorded and maintained within the project files. This will include arranging design changes, costing and dissemination of information to site personnel.

5. Maintain confidentiality in respect of the company's commercial and business activities across the business in line with the company's confidentiality and GDPR policies.
6. To prepare and agree interim valuations, final accounts in accordance with the requirements of the project contract i.e. NEC, JCT.
7. To undertake site measurements, calculate and agree sub-contractor payments. Resolve supplier and sub-contractor discrepancies and queries in line with the processes adopted as part of the Business Management System.
8. To prepare Contract Monitoring and monthly Cost to Value Reports (CVR's).
9. To develop and maintain effective working relationships with clients ensuring that the principles of best value and customer care are achieved.
10. To develop and maintain effective working relationships with service delivery team and subcontractors.
11. To prepare Contractor's Monthly Progress Reports and attend progress meetings as required.
12. Contribute to the continual monitoring, assessment and improvement of the Business Management System and actively participate in the internal audit process.
13. Advise and mentor Trainee Quantity Surveyor and provide progress reports to Commercial Director.
14. To contribute to the development of company policy and procedures to meet changing needs and priorities.
15. To undertake training identified as essential to ensure that the duties of the post are being undertaken correctly and in a safe manner.
16. To ensure that all work is undertaken in compliance with the Health & Safety at Work Act, Company Policies and Procedures and statutory requirements.
17. To have the ability to work independently and as a member of a team to achieve the deadlines and timescales associated with the required outcome.
18. To undertake any other duties appropriate to the post as directed by Company Director(s).

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<u>Qualification/Competencies</u>	<u>Essential</u>	<u>Desirable</u>	<u>Assessed by:</u>
BSc. or equivalent in Quantity Surveying		✓	Application Form/ Interview
Professional membership with RICS, CIOB, or equivalent.		✓	Application Form/ Interview
HNC Minimum	✓		Application Form/ Interview

Experience

Demonstrate very good experience of Budgetary/contractual management and control.	✓		Application Form/ Interview
Demonstrate experience of using NEC and JCT contracts and procedures	✓		Application Form/ Interview
Demonstrate experience of managing contracts within time, budget and quality.	✓		Application Form/ Interview
Demonstrate experience of administrating construction contracts as an individual or part of a team.	✓		Application Form/ Interview
Understanding/appreciation of Frameworks processes.		✓	Application Form/ Interview

Knowledge

Demonstrate knowledge and understanding of construction industry.	✓		Application Form/ Interview
Demonstrate sound knowledge of cost control processes.	✓		Application Form/ Interview
Demonstrate sound knowledge of construction process and mechanics of construction contracts.	✓		Application Form/ Interview
Knowledge and understanding of performance management.	✓		Application Form/ Interview
Knowledge and understanding of customer care practices.	✓		Application Form/ Interview
Knowledge and understanding of GDPR requirements.		✓	Application Form/ Interview

Job Related Skills

Good oral and written communication skills.	✓		Application Form/ Interview
Negotiation Skills	✓		Application Form/ Interview
Possess full driving license.	✓		Application Form/ Interview
IT Skills	✓		Application Form/ Interview
Working with Construction Specific Software.	✓		Application Form/ Interview
Confidentiality - Ability to maintain confidentiality across all areas of the business.	✓		Application Form/ Interview

Communication

Welsh Verbal Skills		✓	Application Form/ Interview
English Verbal Skills	✓		Application Form/ Interview

Written English Skills

✓

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Application Form/
Interview

Personal Skills

Demonstrate ability to achieve high standards and levels of service performance.
Possess drive, energy and commitment.

✓

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Application Form/
Interview

✓

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Application Form/
Interview