## Senior Quantity Surveyor

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| **Generic title** | Manager – 1 |
| **General Description** | A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.  They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team’s performance and its impact on their area or project.  In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&E or Special Works) on a larger scheme or area office.  In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office. |

## Competencies

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| **Achieving Results** | Sets clear and appropriate goals that consider the bigger picture  Drives well to achieve consistent results  Deliver a quality performance consistently |
| **Analytical thinking and decision making** | Rational and systematic analysis of situation to enable decisions on more varied issues  Questioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communication  Able to listen actively by which we mean hearing and interpreting what is said  Demonstrating sound questioning techniques |
| **Dealing with change** | Sees potential of new ideas and situations  Take a pragmatic approach to change  Considers impact of change on others as well as self  Ability to explain the effects to colleagues |
| **Teamwork** | Develop inter-team collaboration inside and outside company  Understand the role of a team and how it delivers the objectives  Can adapt to different types of teams in most situations  Take a cohesive and encouraging approach to team working |
| **Leadership** | Ability to take control of situations with one’s sphere of influence  Assume responsibility – organising and guiding where necessary |
| **Managing resources** | Create a plan for a familiar project or process  Interpret a plan and decide what resources are required  Bring resources together and ensure they are efficiently deployed  Able to call upon and manage diverse skills and methods to deliver results |
| **Negotiation** | Understand the others point of view  Make an objective and structure case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Can work well within tested frameworks of development to identify others needs  Use personal experience to build skills in other people  Use informal and formal performance reviews to target needs for development  Understand and recognise people’s current career needs  Coach and give feedback  Build development plans with others |

## Role definition

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| **Summary of role** | Provide commercial expertise to aid with the delivery of the contracted work by taking the commercial lead in a geographical focused team. The provision of accurate and timely commercial reports and advice to the to the management team whilst ensuring the contract achieves the appropriate commercial targets. |
| **Responsibilities and accountabilities** | Ensure that all reporting is accurate and completed to agreed timescales  Ensure the project and programme contract, cost, quality and time targets are met  Ensure prompt and regular submission of main contract payment applications and ensure that subcontractor payments are dealt with fairly and in accordance with subcontract terms  Supervise, mentor and encourage all subordinate staff in their personal professional development including PDP, welfare, safety competency and disciplinary matters  Build a close relationship with delivery manager to ensure the goals for the distribution area are fully met, assisting the operations team with their customer relationship  Maintain and coordinate all commercial reports required for the successful commercial management of the contract  Ensure compliance with the business delaps and contract process maps  Preparation of the forecasting and reporting of costs against value to ensure that it is in line with the contract profitability forecast  Ensure all subcontract issues are resolved, deferring to the commercial manager where appropriate  Coordination of track sheet accuracy and inputting through to invoicing. Ensure payment is made within both WIP and cash targets  Ensure the accuracy of the commercial data generated within the Sphere project management software  Ensures compliance with all contractual requirements, provide support and training on both the contract and the schedule of rates to maximise value recovery  Management of subcontract accounts including interrogation, procurement, payments, variations and final accounts  Preparation of all subcontracts to meet the company standards  Ensures all subcontractor commercial issues are resolved and payments are timely and correct  Identifying, raising and pricing of variation in line with the change control process including identification, measurement claims and rogue rates  Obtain maximum recovery through accurate measurement of the works completed  Provide key information across the contract team  Liaise with the office manager to ensure accuracy of costs, and best practise in material buying  Liaise and assist with the performance analyst in the preparation of run rate data, including the preparation of weekly gang profit / loss, plant spend, KPI and prefect delivery requirements  As part of the overall management team take responsibility regarding health, safety and the environment providing commercial support  Management, training and advise of direct reports |
| **Qualifications, training and technical knowledge** | BSc in Quantity Surveying (or other equivalent commercially related discipline)  CSCS compliance  Working towards professional membership of an appropriate organisation (for example, RICS/CIOB)  Detailed knowledge of company management systems including;  Commercial and financial (Commercial Manager / COINS / Sphere)  Procurement  Risk management  Personnel management  Commercial and contractual knowledge, in various forms of contract  A working knowledge of current legislation  Proven experience of managing quantity surveyors on a large contract  Negotiation and settlement of disputes and accounts relating both to customers and suppliers  People management experience, such as managing performance, development and disciplinary procedures  Experience working with a variety of schedule of rates contracts |
| **Attributes and skills** | Ability to work in a team environment contributing across a business unit or area  Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance  Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to deliver project and operational performance  Sound knowledge of construction practices and standards  Specialist knowledge in chosen field |