## 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 pictureDrives well to achieve consistent resultsDeliver a quality performance consistently |
| **Analytical thinking and decision making**  | Rational and systematic analysis of situation to enable decisions on more varied issuesQuestioning the evidence to evaluate issues |
| **Communication** | Ability to choose most appropriate style of communicationAble to listen actively by which we mean hearing and interpreting what is saidDemonstrating sound questioning techniques  |
| **Dealing with change** | Sees potential of new ideas and situationsTake a pragmatic approach to changeConsiders impact of change on others as well as selfAbility to explain the effects to colleagues  |
| **Teamwork** | Develop inter-team collaboration inside and outside companyUnderstand the role of a team and how it delivers the objectivesCan 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 influenceAssume responsibility – organising and guiding where necessary |
| **Managing resources**  | Create a plan for a familiar project or processInterpret a plan and decide what resources are requiredBring resources together and ensure they are efficiently deployedAble to call upon and manage diverse skills and methods to deliver results  |
| **Negotiation**  | Understand the others point of viewMake an objective and structure case with pros and cons Understand the need to give and takeUnderstand and defend a position |
| **People Development**  | Can work well within tested frameworks of development to identify others needsUse personal experience to build skills in other peopleUse informal and formal performance reviews to target needs for development Understand and recognise people’s current career needsCoach 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 timescalesEnsure the project and programme contract, cost, quality and time targets are metEnsure prompt and regular submission of main contract payment applications and ensure that subcontractor payments are dealt with fairly and in accordance with subcontract termsSupervise, mentor and encourage all subordinate staff in their personal professional development including PDP, welfare, safety competency and disciplinary mattersBuild a close relationship with delivery manager to ensure the goals for the distribution area are fully met, assisting the operations team with their customer relationshipMaintain and coordinate all commercial reports required for the successful commercial management of the contractEnsure compliance with the business delaps and contract process mapsPreparation of the forecasting and reporting of costs against value to ensure that it is in line with the contract profitability forecastEnsure all subcontract issues are resolved, deferring to the commercial manager where appropriateCoordination of track sheet accuracy and inputting through to invoicing. Ensure payment is made within both WIP and cash targetsEnsure the accuracy of the commercial data generated within the Sphere project management softwareEnsures 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 accountsPreparation of all subcontracts to meet the company standardsEnsures all subcontractor commercial issues are resolved and payments are timely and correctIdentifying, raising and pricing of variation in line with the change control process including identification, measurement claims and rogue ratesObtain maximum recovery through accurate measurement of the works completedProvide key information across the contract teamLiaise 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 requirementsAs 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 complianceWorking 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)ProcurementRisk managementPersonnel managementCommercial and contractual knowledge, in various forms of contract A working knowledge of current legislationProven experience of managing quantity surveyors on a large contract Negotiation and settlement of disputes and accounts relating both to customers and suppliersPeople management experience, such as managing performance, development and disciplinary proceduresExperience 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 areaGood management skills, with the ability to motivate self and colleagues to achieve high standards of complianceGood operational planning and time management skills; able to manage projects simultaneously without compromising on standards and qualityAbility to ensure standards and specifications are metAbility to work with colleagues to deliver project and operational performanceSound knowledge of construction practices and standardsSpecialist knowledge in chosen field  |