## Managing Quantity Surveyor

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| **Generic title** | Senior Manager - 2 |
| **General Description** | People at this level will manage a function, a number of managers or an income stream.In operations they will manage multidisciplinary construction projects or medium sized sites and their associated activities from conception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards. They will play a major role in ensuring Health, Safety and Environmental Policies are delivered.In commercial they will manage contracts and may lead on a framework, project, special works or design. |

## 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**  | Considered analysis of all available data to arrive at viable optionsOrganising information to identify the key issues and to plan appropriately |
| **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** | See potential of new ideas and situations Takes 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 situationsTakes 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 resource plan for an unfamiliar or potentially complex project Manage others to implement effective planning, problem-solving and decision makingUnderstand the resource implications on the business plan |
| **Negotiation**  | Understand the other's point of view Make an objective and structured case with pros and consUnderstand the need to give and takeUnderstand and defend a position |
| **People Development**  | Grow a team that is aligned with the business objectivesUnderstand strengths and weaknesses of team members and work with them to good effectUnderstand ambition and manager expectationsUse of a wide range of development tools |

## Role definition

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| **Summary of role**  | To manage and control the commercial aspects of projects. |
| **Responsibilities and accountabilities**  | Provide accurate financial reporting on individual projectsCollate, review financially and report on other projects within her/his remitSupervise, support and advise direct reportsPlace subcontracts in accordance with the main contract and Morgan Sindall policies and proceduresAdvise other project surveyors of opportunities to maximise values and minimise costs.Ensure direct reports follow the correct proceduresMonitor sub contractor against programme and ensure direct reports do likewise and offer advice and support on problem areasMonitor internal expenditure against budget and ensure direct reports do likewiseEnsure consistent and accurate forecastingImplement and monitor all commercial systems and procedures and ensure effective operationEnsure effective communication to all partiesMaximise efficiency of reporting techniques/systemsUtilise and develop relevant commercial I.T. systems currently in placeMaintain awareness of Morgan Sindall health and safety requirements and standardsInput into site activities where appropriatePredict, offer support and advise on effective management of riskEnsure inadequate performance is recognised and dealt with appropriatelySet and monitor objectives for surveyors and other direct reportsPromote encourage and manage effective team workProvide feedback on objectives and identify training and development needs for self and direct reportsSupport training and development needsSupport and develop other team members commercial and contractual awarenessEnsure own management and skill base is developed and ensure staff do the sameProactively keep up to date with industry initiatives and communicate to direct reportsInterview junior surveying staff to first interviewIdentify potential successors and inform own line manager |
| **Qualifications, training and technical knowledge**  | BSc or HND in Quantity Surveying or other equivalent commercially related subjectPreferably qualified to CIOB or RICS accreditationRelevant CSCS CardComprehensive level of commercial experience preferably with a contracting organisationUsed to working on own initiative with knowledge of the procurement of sub-contractors and the monthly measurement cycle associated with thisUnderstanding of suppliers’ business and current commitments to other contractsLocal market knowledge |
| **Attributes and skills**  | Ability to work in a team environment contributing across a business unit or areaGood management skills with the ability to motivate employees to achieve high standards of compliance Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and qualitySound knowledge of the construction industryAbility to ensure standards and specifications are metAbility to work with senior management to set project and operational targetsExcellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders  |