## 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 picture  Drives well to achieve consistent results  Deliver a quality performance consistently |
| **Analytical thinking and decision making** | Considered analysis of all available data to arrive at viable options  Organising 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 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  Takes 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 making  Understand the resource implications on the business plan |
| **Negotiation** | Understand the other's point of view  Make an objective and structured case with pros and cons  Understand the need to give and take  Understand and defend a position |
| **People Development** | Grow a team that is aligned with the business objectives  Understand strengths and weaknesses of team members and work with them to good effect  Understand ambition and manager expectations  Use 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 projects  Collate, review financially and report on other projects within her/his remit  Supervise, support and advise direct reports  Place subcontracts in accordance with the main contract and Morgan Sindall policies and procedures  Advise other project surveyors of opportunities to maximise values and minimise costs.  Ensure direct reports follow the correct procedures  Monitor sub contractor against programme and ensure direct reports do likewise and offer advice and support on problem areas  Monitor internal expenditure against budget and ensure direct reports do likewise  Ensure consistent and accurate forecasting  Implement and monitor all commercial systems and procedures and ensure effective operation  Ensure effective communication to all parties  Maximise efficiency of reporting techniques/systems  Utilise and develop relevant commercial I.T. systems currently in place  Maintain awareness of Morgan Sindall health and safety requirements and standards  Input into site activities where appropriate  Predict, offer support and advise on effective management of risk  Ensure inadequate performance is recognised and dealt with appropriately  Set and monitor objectives for surveyors and other direct reports  Promote encourage and manage effective team work  Provide feedback on objectives and identify training and development needs for self and direct reports  Support training and development needs  Support and develop other team members commercial and contractual awareness  Ensure own management and skill base is developed and ensure staff do the same  Proactively keep up to date with industry initiatives and communicate to direct reports  Interview junior surveying staff to first interview  Identify potential successors and inform own line manager |
| **Qualifications, training and technical knowledge** | BSc or HND in Quantity Surveying or other equivalent commercially related subject  Preferably qualified to CIOB or RICS accreditation  Relevant CSCS Card  Comprehensive level of commercial experience preferably with a contracting organisation  Used to working on own initiative with knowledge of the procurement of sub-contractors and the monthly measurement cycle associated with this  Understanding of suppliers’ business and current commitments to other contracts  Local market knowledge |
| **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 employees to achieve high standards of compliance  Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and quality  Sound knowledge of the construction industry  Ability to ensure standards and specifications are met  Ability to work with senior management to set project and operational targets  Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders |