## Quantity Surveyor

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| **Generic title** | Manager – 2 |
| **General Description** | A colleague at this level will take responsibility for delivering specific tasks, goals and objectives. They will work under direction but will be able to work without day to day support. They are expected to work proactively and deliver defined tasks to an industry standard.They will manage their own tasks within the context of a project or company objective. Whilst they will take day to day decisions on their own, they will refer significant decisions. They are accountable for the performance of a small team. In operations they will manage small or medium projects and site. They supervise larger teams of trades of co-ordinate significant functions on a larger project. In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.  |

## 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** | Communicates positively with clarity and understandingPresents information in a structured wayDemonstrates confidence when communicating in own subject  |
| **Dealing with change** | Positive attitude to change when presentedContributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives Understand how to be part of a teamRegularly cooperate with team members |
| **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 respond well within tested frameworks of development to identify own needsUse personal experience to build own skills  |

## Role definition

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| **Summary of role**  | Maintain commercial information to the contract, satisfying the needs of both the customer and Morgan Sindall in terms of reporting contract commercial performance. |
| **Responsibilities and accountabilities**  | Contribute to achieving the appropriate commercial result through the provision of accurate financial reportingManage subcontractor supplier accounts, financially and contractually, in order to secure full entitlements under the contractUnderstand fully the customer’s needs and ensure effective relationships are built and maintained by consistently high customer service and on site deliveryProvide support to the site team on contract requirementsIdentify, secure and deliver the business forecast in both turnover and marginPlace subcontract orders in accordance with the main contract and manage subcontractor accounts ensuring payments are timely and correct and any other commercial issues are resolvedMonitor subcontractor against programmeObtain the most competitive quotes by understanding current market trendsAssist in the production of cost value reconciliation reports and forecast cash recovery and ensure that both are kept In line with targetEnsure applications for payment and invoices are completed and submitted to ensure payment is made to terms and within work in progress (WIP) and cash targetsEnsure compliance with all contractual requirementsMonitor internal expenditure against budgetMaximise efficiency of reporting techniques/systemsSeek opportunities to maximise value and minimise costs in line with Morgan Sindall ValuesOperate the systems that are in place to provide the information necessary to manage the contractImplement and monitor all systems and procedures and ensure effective operationEnsure all customers and stakeholders have an exceptional customer service and work to achieving Perfect Delivery on all projectsPromote, encourage and manage effective team workSupport and coach other team members’ commercial and contractual awarenessLiaise with the customer, customer representatives and other third parties on commercial issues, including agreement of variations, claims and additional paymentsFinancial closure of projects ensuring all costs and value are allocated in correct systems in accordance with financial timetable |
| **Qualifications, training and technical knowledge**  | HND or Degree in Quantity Surveying (or other commercially related discipline)RICS accreditedAppropriate CSCS cardAble to demonstrate a good knowledge of monthly reportingPractical knowledge of forms of contractUnderstanding of period cost reporting and comparison with budget/forecastPrevious experience with COINSExperience in commercial management of sub-contractors, including chairing regular meetings, measurement and control cycle, certificates, accrual calculations and value allocationKnowledge of the procurement of sub-contractorsAble to manage and effectively monitor sub-contractors with little supervisionKnowledge of effective cost allocation management |
| **Attributes and skills**  | Ability to work in a team environment contributing across a project, site or areaGood management skills, with the ability to motivate self and colleagues to performGood planning and time management skills; able to manage activities simultaneously within compromising on standards and qualityAbility to ensure standards and specifications are met Ability to work with colleagues to contribute to project and operational performanceSound knowledge of construction practises and standardsSpecialist knowledge in chosen field  |