## 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 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** | Communicates positively with clarity and understanding  Presents information in a structured way  Demonstrates confidence when communicating in own subject |
| **Dealing with change** | Positive attitude to change when presented  Contributes to change in own area of work |
| **Teamwork** | Contribute to the overall team objectives  Understand how to be part of a team  Regularly cooperate with team members |
| **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 respond well within tested frameworks of development to identify own needs  Use 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 reporting  Manage subcontractor supplier accounts, financially and contractually, in order to secure full entitlements under the contract  Understand fully the customer’s needs and ensure effective relationships are built and maintained by consistently high customer service and on site delivery  Provide support to the site team on contract requirements  Identify, secure and deliver the business forecast in both turnover and margin  Place subcontract orders in accordance with the main contract and manage subcontractor accounts ensuring payments are timely and correct and any other commercial issues are resolved  Monitor subcontractor against programme  Obtain the most competitive quotes by understanding current market trends  Assist in the production of cost value reconciliation reports and forecast cash recovery and ensure that both are kept In line with target  Ensure applications for payment and invoices are completed and submitted to ensure payment is made to terms and within work in progress (WIP) and cash targets  Ensure compliance with all contractual requirements  Monitor internal expenditure against budget  Maximise efficiency of reporting techniques/systems  Seek opportunities to maximise value and minimise costs in line with Morgan Sindall Values  Operate the systems that are in place to provide the information necessary to manage the contract  Implement and monitor all systems and procedures and ensure effective operation  Ensure all customers and stakeholders have an exceptional customer service and work to achieving Perfect Delivery on all projects  Promote, encourage and manage effective team work  Support and coach other team members’ commercial and contractual awareness  Liaise with the customer, customer representatives and other third parties on commercial issues, including agreement of variations, claims and additional payments  Financial 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 accredited  Appropriate CSCS card  Able to demonstrate a good knowledge of monthly reporting  Practical knowledge of forms of contract  Understanding of period cost reporting and comparison with budget/forecast  Previous experience with COINS  Experience in commercial management of sub-contractors, including chairing regular meetings, measurement and control cycle, certificates, accrual calculations and value allocation  Knowledge of the procurement of sub-contractors  Able to manage and effectively monitor sub-contractors with little supervision  Knowledge of effective cost allocation management |
| **Attributes and skills** | Ability to work in a team environment contributing across a project, site or area  Good management skills, with the ability to motivate self and colleagues to perform  Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality  Ability to ensure standards and specifications are met  Ability to work with colleagues to contribute to project and operational performance  Sound knowledge of construction practises and standards  Specialist knowledge in chosen field |