

Job Code 137 **Managing Quantity Surveyor**

Reporting to: Regional Director

Purpose: The day to day administration of the QS department ensuring that the Company's contractual and financial interests are best served

Achieving Results

- Management of the project reporting process
- Ensuring timely and accurate composition of trading results and presentation of Management accounts and forecasts by the Region
- Ensure that commercial opportunities are optimised and the Company's position is always suitably protected

Managing the Process

- Participation in the monthly Regional Review Meeting
- Consistent provision of timely and accurate documentation associated with the Company's reporting structure/timetable, in particular PPRs, Management Accounts, Forecasts, etc.
- Effective application of cost control procedures and regular provision of feedback to the senior management team within the Region, including regular feedback of interim and final cost data to the regional Estimating Team
- Effective management of cash including pursuit of timely application/ certification and securing of associated payments and the careful administration of sub-contractor accounts
- Assisting the Commercial Manager in the vetting of contractual documentation to ensure that post-contract arrangements concur with the basis of the bid as appropriate and at all times accord with the CSI.
- Overseeing the Final Accounts process in respect of Main Contracts, acting as Company signatory to the extent that the Regional Commercial Manager has delegated this responsibility
- Ensuring that the administration of Sub-contracts is at all times optimised. In particular that;
 - order documentation is appropriate to the Main Contract and entirely robust
 - payments/notices are effected in accordance with the Sub-Contract
 - disputes are wherever possible avoided but nevertheless appropriately managed where unavoidable
 - final accounts are managed in a timely, commercial and constructive fashion.
- Management of resourcing of the QS team so as to ensure each project is suitably attended upon and an effective management structure prevails within the department.
- To the extent that the Commercial Manager has delegated responsibility to the Chief Quantity Surveyor, acting as co-ordinator of Insurance claims traffic and ensuring that appropriate records are maintained and timely responses given/actions taken
- To the extent that the RCM has delegated responsibility to the Chief Quantity Surveyor, ensuring that a satisfactory Contracts Register is maintained to accord with the CSI
- Supporting the Regional Commercial Manager at all times in effective application

of the CSI

- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Serving the Customer (Internal and External)

- At all times cognisant of the need to cultivate effective/longstanding relationships and promote dispute avoidance
- Form and develop relationships with Clients, PQS and Design Team
- Form and develop relationships with supply chain

Delivering Quality

- Promoting best practice and supporting the Commercial Manager in application of the Commercial Standing Instructions

Managing People

Monitor and Feedback on Performance

- Carry out annual and interim Performance & Development Reviews
- Control attendance
- Identify and act on performance shortfalls or training requirements that may arise during the year

Comply with Lovell Policy and Employment Legislation, relating to;

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

Regularly Communicate

- Carry out daily / weekly / monthly communication with team

Give and Receive Feedback

- Regularly discuss individual and team progress through one-to-one's

Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
--	-------	--------------	----------

Knowledge and protection of Lovell contractual position			
Commercial strategy and innovation to maximise profit and cash management			
Knowledge and understanding of claims and dispute resolution			
Preparation and understanding of financial reports			
Recruitment, training and development/Commercial Teams			
Ability to manage surveying department across the region			
Knowledge and management of sub-contract orders and an understanding of buying and estimating processes			
COINS			
Microsoft Word			
Microsoft Excel			
Microsoft PowerPoint			
Microsoft Outlook			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site on INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.