

**Job Title:** Senior Surveyor

**Reporting to:** Head of Commercial

**Purpose:** The day to day financial, cost control and reporting on numerous developments from inception to completion of client and sub-contract final accounts. To assist in the development of feasibility cost plans and development of future project budgets and cash flow forecasts. To engage and develop the regional supply chain.

### **Company background**

Lovell Partnerships Ltd is seeking a Senior Surveyor to join the new Southern Regional office based in Farnham, Surrey. Lovell Southern forms part of the London and South Division, led by Managing Director (South), Stuart Gibbons.

This new regional office has been established following a successful bid to become the Joint Venture development partner for West Sussex County Council. Ten sites are already under option with further sites being introduced, this partnership will see the delivery of c600 across the County. The first sites under the JV partnership will become operational in Q2 2023. This partnership springboards the launch of Southern office and new opportunities outside of the JV have been secured (250 homes in Horsham) with further sites being sought. The Regional Business Plan shows the Southern reaching £60m+ revenue by 2027 split between a 50/50 mixed tenure and contracting turnover.

This a great opportunity to be part of an exciting new Lovell region with long term career prospects in a leading construction business.

Lovell is a substantial entity in its own right and is also a 100% wholly owned subsidiary of the Morgan Sindall Group, which provides enormous financial strength and stability. The Group had a daily net cash balance of £294m in the first half of 2021 and total net assets of £445m on 30 June 2021.

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### **Achieving Results**

- Effective commercial control of all allocated projects/developments including provision of timely and accurate documentation in accordance with the Surveying timetable, in particular monthly cost reporting and all elemental reconciliations, cash flow forecasts, etc.
- Setting and maintaining procurement targets to achieve the development programme.
- Development of the sub-contract supply chain.
- Assisting the Development Team with site feasibility studies and the development of future cost plans.

### **Managing the Process**

- Effective cash management including pursuit of timely Applications/ Certification/Invoices/internal notices and receipts, careful administration of subcontractor accounts, at all times being cognisant of the need to cultivate effective/longstanding relationships.
- Produce accurate and robust cash flow forecasts.
- Keeping the Head of Commercial informed of the progress of all accounts both Client and Sub-contract through to finalisation, including, the release of retentions.
- Ensuring payments/notices are affected in accordance with the Sub-contract and Construction Act and in particular, ensure any commercial threats to Projects are identified swiftly and communicated to the Head of Commercial.
- Contract Administration – attending monthly client meetings and ensuring that surveying information and cost advice is provided in an accurate and proficient manner.
- Establish a procurement programme and enquiry list, ensuring that the procurement of trade-contracts and suppliers is undertaken in a timely and cost-effective manner, ensuring that packages are robust, strategically placed and buying gains are optimized including understanding package risks and opportunities and making necessary provisions where required.
- Clearly identifying and reporting development risks & opportunities and implementing Risk Management Plans where necessary.
- Pro-active/effective management of project variations / change through the change control process (Both Client and Sub-contract).
- Undertaking robust due diligence of the supply chain including financial strength prior to award and during

contract.

- Timely production of the Main/Subcontract Final Accounts.
- 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 behavior is fair and non-discriminatory.
- Be transparent at all times.
- Do the right thing for the long-term stability and longevity of the business.

#### Serving the Customer (Internal and External)

- Effective interaction with other members of the wider team promoting the commercial perspective on all issues relating managed projects.
- Form and develop relationships with the client, PQS.
- Form, develop and maintain relationships with supply chain.
- Working effectively with the Construction Manager and wider team.

#### Delivering Quality

- Ensuring work is submitted in a timely manner in line within commercial deadlines, error free

#### Managing People

##### Comply with Lovell Policy and Employment Legislation, relating to;

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

##### Regularly Communicate

- Carry out daily / weekly / monthly communication with site team and any sub-ordinates

##### Give and Receive Feedback

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

##### Support Learning and Development

- Strive for individual development and effectively communicate areas of required training to allow for personal progression.
- Encourage progression towards full professional membership, where appropriate / desired.

#### Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Knowledge and protection of contractual position			
Commercial skills to maximise value recovery, cost control and cash management			
Knowledge and understanding of measurement and valuation			
Preparation and understanding of financial reports			
Knowledge and understanding of final accounts			
Knowledge and understanding of sub-contract orders and buying			

COINS			
Microsoft Word			
Microsoft Excel			
Microsoft PowerPoint			
Microsoft Outlook			