

Quantity Surveyor

Generic title	Manager – 2
General Description	<p>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.</p> <p>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.</p> <p>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.</p> <p>In commercial they will manage costs and quantities on small projects or as part of a team on a larger project.</p>

Competencies

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

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	Contribute to achieving the appropriate commercial result through the provision

ROLE DEFINITION

accountabilities	<p>of accurate financial reporting</p> <p>Manage subcontractor supplier accounts, financially and contractually, in order to secure full entitlements under the contract</p> <p>Understand fully the customer's needs and ensure effective relationships are built and maintained by consistently high customer service and on site delivery</p> <p>Provide support to the site team on contract requirements</p> <p>Identify, secure and deliver the business forecast in both turnover and margin</p> <p>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</p> <p>Monitor subcontractor against programme</p> <p>Obtain the most competitive quotes by understanding current market trends</p> <p>Assist in the production of cost value reconciliation reports and forecast cash recovery and ensure that both are kept in line with target</p> <p>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</p> <p>Ensure compliance with all contractual requirements</p> <p>Monitor internal expenditure against budget</p> <p>Maximise efficiency of reporting techniques/systems</p> <p>Seek opportunities to maximise value and minimise costs in line with Morgan Sindall Values</p> <p>Operate the systems that are in place to provide the information necessary to manage the contract</p> <p>Implement and monitor all systems and procedures and ensure effective operation</p> <p>Ensure all customers and stakeholders have an exceptional customer service and work to achieving Perfect Delivery on all projects</p> <p>Promote, encourage and manage effective team work</p> <p>Support and coach other team members' commercial and contractual awareness</p> <p>Liaise with the customer, customer representatives and other third parties on commercial issues, including agreement of variations, claims and additional payments</p> <p>Financial closure of projects ensuring all costs and value are allocated in correct systems in accordance with financial timetable</p>
Qualifications, training and technical knowledge	<p>HND or Degree in Quantity Surveying (or other commercially related discipline)</p> <p>RICS accredited</p> <p>Appropriate CSCS card</p> <p>Able to demonstrate a good knowledge of monthly reporting</p> <p>Practical knowledge of forms of contract</p> <p>Understanding of period cost reporting and comparison with budget/forecast</p> <p>Previous experience with COINS</p> <p>Experience in commercial management of sub-contractors, including chairing regular meetings, measurement and control cycle, certificates, accrual calculations and value allocation</p> <p>Knowledge of the procurement of sub-contractors</p> <p>Able to manage and effectively monitor sub-contractors with little supervision</p> <p>Knowledge of effective cost allocation management</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a project, site or area</p> <p>Good management skills, with the ability to motivate self and colleagues to perform</p> <p>Good planning and time management skills; able to manage activities simultaneously within compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to contribute to project and operational performance</p> <p>Sound knowledge of construction practises and standards</p> <p>Specialist knowledge in chosen field</p>