

Role Description

Job Title: Quantity Surveyor

Reporting To: Senior/Managing Quantity Surveyor

Purpose: The day to day financial control, reporting and commercial performance management of one or more projects from award up to final account.

Value

KPIs	
<ul style="list-style-type: none"> Effective commercial control of all allocated projects including provision of timely and accurate documentation in accordance with the reporting timetable, in particular CVR's, forecasts, CID documents, cash flow, elemental reconciliation analysis etc 	<p><i>Monthly PPR's are accurate and submitted in line with reporting timetable.</i></p>
<ul style="list-style-type: none"> Effective cash management including timely application / certification / invoicing / payment / receipts and careful administration of subcontract accounts. 	<p><i>Undervalue and debt meet or exceed Business Objective target.</i></p>
<ul style="list-style-type: none"> Keeping the Senior/Managing Quantity Surveyor appraised of progress of all accounts both client and subcontract through to finalisation. 	
<ul style="list-style-type: none"> Ensuring that payments and notices are effected in accordance with the subcontract and Construction Act and ensure that any commercial threats or risks to projects are identified and communicated to the Senior/Managing Surveyor. 	<p><i>All subcontractors paid fairly in line with their subcontract and all notices issued in time.</i></p>
<ul style="list-style-type: none"> Ensure that the procurement of sub-trades and suppliers is undertaken in a timely and cost effective manner ensuring that the packages are robust with buying gains optimised. 	<p><i>Orders issued prior to works taking place and in line with procurement schedule and buying targets.</i></p>
<ul style="list-style-type: none"> Manage the timely production of the Main/Subcontract Final Accounts, including re-measurement as necessary to ensure the best result, evaluation and agreement of all variations, extensions of time, loss and expense claims. 	<p><i>Final accounts agreed within timescales stipulated in the contract.</i></p>
<ul style="list-style-type: none"> Site visits as required to carry out surveying duties 	
<ul style="list-style-type: none"> Support the bid and business development processes through liaison with the relevant teams and personnel, co-ordinating and providing constructive commercial input, as required 	<p><i>Gross margin meets or exceeds budget.</i></p>
<ul style="list-style-type: none"> Ensure the effective commercial management of contracts to maximise gross margin. 	

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<ul style="list-style-type: none"> Lead on effective risk management and protect business reputation. 	<i>Payment received in line with contract conditions.</i>
<ul style="list-style-type: none"> Ensure that cash flow forecasts are accurate and are optimised where possible. 	

Right First Time

KPIs

<ul style="list-style-type: none"> All subcontract orders placed incorporating all relevant contractual information to minimise non-recoverable variations and potential disputes. 	<i>Subcontract orders issued for authorisation free of errors, omissions or inconsistencies.</i> <i>Contract KPI's reported to client are accurate.</i> <i>CID document in place, improvements identified and progress measured.</i> <i>CVR's ready for review free of errors or inconsistencies in line with reporting timetable.</i>
<ul style="list-style-type: none"> Utilise the iMS system and Commercial Management Rules to ensure standards and consistency across the business. 	
<ul style="list-style-type: none"> Ensure contract KPI's reported are accurate and are incorporated into any subcontract orders. 	
<ul style="list-style-type: none"> Understand and ensure we are working to the agreed contract terms. 	
<ul style="list-style-type: none"> Consistent review of cost, risk and partnership improvement plans. 	
<ul style="list-style-type: none"> Completion of the month end CVR reports accurately and in line with reporting timetable. 	
<ul style="list-style-type: none"> Implement all our policies, company and industry standards and initiatives and manage contractual compliance across all projects. 	

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Customer Recommended

KPIs

<ul style="list-style-type: none"> Form and develop effective relationships with the client, PQS and any design team members where applicable at all times promoting dispute avoidance. 	<p><i>Client satisfied with commercial function and levels of information they are being provided.</i></p> <p><i>Target zero matters being referred to dispute resolution procedure.</i></p>
<ul style="list-style-type: none"> Form and develop effective relationships with the supply chain at all times promoting dispute avoidance. 	
<ul style="list-style-type: none"> Network via regular meetings and on-going contact with key client, subcontract and supplier members where applicable. 	
<ul style="list-style-type: none"> Keep client informed of any variations to their budget and manage their expectations effectively at all times. 	
<ul style="list-style-type: none"> Effective interaction with other members of the project team promoting the commercial perspective on all issues. 	

People Promise

KPIs

<ul style="list-style-type: none"> Be a role model for our 'Peoples Promise' recognising the efforts and achievements of other team members. 	<p><i>All direct reports to be issued with clear guidance on their roles and responsibilities.</i></p> <p><i>100% PDR's carried out including PDP's and formal 6 month review.</i></p>
<ul style="list-style-type: none"> Actively participate where possible in the 'Perfect Delivery' programme and support improvement programmes to promote employee engagement. 	
<ul style="list-style-type: none"> Collaborate with other Quantity Surveyors and colleagues in the region to develop best practise. 	
<ul style="list-style-type: none"> Ensure Assistant Quantity Surveyors and Commercial Admin team members are clear in their roles and responsibilities. 	
<ul style="list-style-type: none"> Ensure that where applicable Personal Development Reviews (PDR's) are carried out in an effective and timely manner. 	
<ul style="list-style-type: none"> Coach, mentor and motivate direct reports, ensuring development needs are identified and the PDR process is consistent across all staff without exception. 	

Safe

KPIs

<ul style="list-style-type: none"> Evidence a suitable knowledge of and ensure compliance with Morgan Sindall Property Services policies and procedures in respect of Health, Safety, iMS, I.T. and Human Resources. 	<p><i>Ensure documents in place for cross-regional Commercial Audits.</i></p>
<ul style="list-style-type: none"> Evidence a suitable knowledge of and ensure conformity with Statutory Compliance e.g. The Housing Grants, Construction and Regeneration Act. 	<p><i>Ensure documents in place for ISO audits relating to quality systems.</i></p>
<ul style="list-style-type: none"> Ensure that all orders, both Subcontract and supplier are placed in accordance with company policy. 	<p><i>Ensure subcontract documentation is in place for Project H&S audits.</i></p>

Technical Skills and Knowledge

Safe	People Promise	Right First Time	Value	Recommended
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	Basic	Intermediate	Advanced
Knowledge and protection of contractual position.			
Commercial skills to maximise value recovery, ensure cost control and cash management.			
Knowledge and understanding of measurement and valuation.			
Knowledge and understanding of budgets and forecast management.			
Preparation and understanding of CVR's and supplementary financial reports.			
Knowledge and understanding of final accounts.			
Knowledge and understanding of subcontract orders and buying.			
Knowledge of responsive, cyclical and planned maintenance.			
IT systems and packages			
Management and development of direct reports			