

## Senior Quantity Surveyor

<b>Generic title</b>	Manager – 1
<b>General Description</b>	<p>A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.</p> <p>They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team's performance and its impact on their area or project.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&amp;E or Special Works) on a larger scheme or area office.</p> <p>In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office.</p>

## Competencies

<b>Achieving Results</b>	<p>Sets clear and appropriate goals that consider the bigger picture</p> <p>Drives well to achieve consistent results</p> <p>Deliver a quality performance consistently</p>
<b>Analytical thinking and decision making</b>	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
<b>Communication</b>	<p>Ability to choose most appropriate style of communication</p> <p>Able to listen actively by which we mean hearing and interpreting what is said</p> <p>Demonstrating sound questioning techniques</p>
<b>Dealing with change</b>	<p>Sees potential of new ideas and situations</p> <p>Take a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
<b>Teamwork</b>	<p>Develop inter-team collaboration inside and outside company</p> <p>Understand the role of a team and how it delivers the objectives</p> <p>Can adapt to different types of teams in most situations</p> <p>Take a cohesive and encouraging approach to team working</p>
<b>Leadership</b>	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
<b>Managing resources</b>	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
<b>Negotiation</b>	<p>Understand the others point of view</p> <p>Make an objective and structure case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
<b>People Development</b>	<p>Can work well within tested frameworks of development to identify others needs</p> <p>Use personal experience to build skills in other people</p> <p>Use informal and formal performance reviews to target needs for development</p> <p>Understand and recognise people's current career needs</p> <p>Coach and give feedback</p> <p>Build development plans with others</p>

**ROLE DEFINITION**

## Role definition

<b>Summary of role</b>	<p>Provide commercial expertise to aid with the delivery of the contracted work by taking the commercial lead in a geographical focused team. The provision of accurate and timely commercial reports and advice to the to the management team whilst ensuring the contract achieves the appropriate commercial targets.</p>
<b>Responsibilities and accountabilities</b>	<p>Ensure that all reporting is accurate and completed to agreed timescales          Ensure the project and programme contract, cost, quality and time targets are met          Ensure prompt and regular submission of main contract payment applications and ensure that subcontractor payments are dealt with fairly and in accordance with subcontract terms          Supervise, mentor and encourage all subordinate staff in their personal professional development including PDP, welfare, safety competency and disciplinary matters          Build a close relationship with delivery manager to ensure the goals for the distribution area are fully met, assisting the operations team with their customer relationship          Maintain and coordinate all commercial reports required for the successful commercial management of the contract          Ensure compliance with the business delays and contract process maps          Preparation of the forecasting and reporting of costs against value to ensure that it is in line with the contract profitability forecast          Ensure all subcontract issues are resolved, deferring to the commercial manager where appropriate          Coordination of track sheet accuracy and inputting through to invoicing.          Ensure payment is made within both WIP and cash targets          Ensure the accuracy of the commercial data generated within the Sphere project management software          Ensures compliance with all contractual requirements, provide support and training on both the contract and the schedule of rates to maximise value recovery          Management of subcontract accounts including interrogation, procurement, payments, variations and final accounts          Preparation of all subcontracts to meet the company standards          Ensures all subcontractor commercial issues are resolved and payments are timely and correct          Identifying, raising and pricing of variation in line with the change control process including identification, measurement claims and rogue rates          Obtain maximum recovery through accurate measurement of the works completed          Provide key information across the contract team          Liaise with the office manager to ensure accuracy of costs, and best practise in material buying          Liaise and assist with the performance analyst in the preparation of run rate data, including the preparation of weekly gang profit / loss, plant spend, KPI and prefect delivery requirements          As part of the overall management team take responsibility regarding health, safety and the environment providing commercial support          Management, training and advise of direct reports</p>
<b>Qualifications, training and technical knowledge</b>	<p>BSc in Quantity Surveying (or other equivalent commercially related discipline)          CSCS compliance          Working towards professional membership of an appropriate organisation (for example, RICS/CIOB)          Detailed knowledge of company management systems including;          Commercial and financial (Commercial Manager / COINS / Sphere)          Procurement          Risk management          Personnel management</p>

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	<p>Commercial and contractual knowledge, in various forms of contract                  A working knowledge of current legislation                  Proven experience of managing quantity surveyors on a large contract                  Negotiation and settlement of disputes and accounts relating both to customers and suppliers                  People management experience, such as managing performance, development and disciplinary procedures                  Experience working with a variety of schedule of rates contracts</p>
<p><b>Attributes and skills</b></p>	<p>Ability to work in a team environment contributing across a business unit or area                  Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance                  Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality                  Ability to ensure standards and specifications are met                  Ability to work with colleagues to deliver project and operational performance                  Sound knowledge of construction practices and standards                  Specialist knowledge in chosen field</p>