

Role Description

Job Title: Quantity Surveyor

Reporting To: Senior/Managing Quantity Surveyor/ Head of Commercial

Purpose: The day to day commercial control, reporting and 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 forecast, Commercial register 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 line manager apprised 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 line manager. 	<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"> In conjunction with the Procurement team 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. 	
<ul style="list-style-type: none"> Lead on effective risk management and protect business reputation. 	

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<ul style="list-style-type: none"> • Ensure that cash flow forecasts are timely, accurate and are optimised where possible. 	<i>Payment received in line with contract conditions.</i>
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Right First Time

KPIs

<ul style="list-style-type: none"> • In conjunction with the Procurement team ensure all subcontract orders placed incorporate 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>
<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 are incorporated into any subcontract orders. 	<i>Contract KPI's reported to client are accurate.</i>
<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. 	<i>CID document in place, improvements identified and progress measured.</i>
<ul style="list-style-type: none"> • Completion of the month end CVR reports accurately and in line with reporting timetable. 	<i>CVR's ready for review free of errors or inconsistencies in line with reporting timetable.</i>
<ul style="list-style-type: none"> • Implement all our policies, company and industry standards and initiatives and manage contractual compliance across all projects. 	<i>.</i>

Role Description

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			

The below table is the specification for each competency demonstrating the level requirements for the MQS role. For clarity please refer to the Commercial Training Framework (issued separately).

Item	Competency	
1	Conduct rules, ethics and professional practice	3
2	Client Care	2
3	Communication and negotiation	2
4	Health and safety	2
5	Accounting principles and procedures	1
6	Business planning	1
7	Conflict avoidance, management and dispute resolution	1
8	Data management	1
9	Sustainability	1
10	Teamworking	1
11	Commercial management of Construction	3
12	Contract Practice	3
13	Procurement and tendering	3
14	Project financial control and reporting	3
15	Quantification and costings of construction works	3