

Managing Quantity Surveyor

Generic title	Senior Manager - 2
General Description	<p>Under the direction of a Director or Senior Manager – 1, people at this grade will manage a function, a number of managers or an income stream.</p> <p>In operations they will manage multidisciplinary construction projects or medium sized sites and their associated activities from conception through to completion, delivering work that meets project requirements, customer satisfaction and in accordance with Morgan Sindall standards. They will play a major role in ensuring Health, Safety and Environmental Policies are delivered.</p> <p>In commercial they will manage contracts and may lead on a framework, project, special works or design.</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	Considered analysis of all available data to arrive at viable options Organising information to identify the key issues and to plan appropriately
Communication	Ability to choose most appropriate style of communication Able to listen actively by which we mean hearing and interpreting what is said Demonstrating sound questioning techniques
Dealing with change	See potential of new ideas and situations Takes a pragmatic approach to change Considers impact of change on others as well as self Ability to explain the effects to colleagues
Teamwork	Develop inter-team collaboration inside and outside company Understand the role of a team and how it delivers the objectives Can adapt to different types of teams in most situations Takes a cohesive and encouraging approach to team working
Leadership	Ability to take control of situations with one's sphere of influence Assume responsibility - organising and guiding where necessary
Managing resources	Create a resource plan for an unfamiliar or potentially complex project Manage others to implement effective planning, problem-solving and decision making Understand the resource implications on the business plan
Negotiation	Understand the other's point of view Make an objective and structured case with pros and cons Understand the need to give and take Understand and defend a position
People Development	Grow a team that is aligned with the business objectives Understand strengths and weaknesses of team members and work with them to good effect Understand ambition and manager expectations Use of a wide range of development tools

Role definition

Summary of role	To manage and control the commercial aspects of projects.
Responsibilities and accountabilities	<p>Provide accurate financial reporting on individual projects</p> <p>Collate, review financially and report on other projects within her/his remit</p> <p>Supervise, support and advise direct reports</p> <p>Place subcontracts in accordance with the main contract and Morgan Sindall policies and procedures</p> <p>Advise other project surveyors of opportunities to maximise values and minimise costs.</p> <p>Ensure direct reports follow the correct procedures</p> <p>Monitor sub contractor against programme and ensure direct reports do likewise and offer advice and support on problem areas</p> <p>Monitor internal expenditure against budget and ensure direct reports do likewise</p> <p>Ensure consistent and accurate forecasting</p> <p>Implement and monitor all commercial systems and procedures and ensure effective operation</p> <p>Ensure effective communication to all parties</p> <p>Maximise efficiency of reporting techniques/systems</p> <p>Utilise and develop relevant commercial I.T. systems currently in place</p> <p>Maintain awareness of Morgan Sindall health and safety requirements and standards</p> <p>Input into site activities where appropriate</p> <p>Predict, offer support and advise on effective management of risk</p> <p>Ensure inadequate performance is recognised and dealt with appropriately</p> <p>Set and monitor objectives for surveyors and other direct reports</p> <p>Promote encourage and manage effective team work</p> <p>Provide feedback on objectives and identify training and development needs for self and direct reports</p> <p>Support training and development needs</p> <p>Support and develop other team members commercial and contractual awareness</p> <p>Ensure own management and skill base is developed and ensure staff do the same</p> <p>Proactively keep up to date with industry initiatives and communicate to direct reports</p> <p>Interview junior surveying staff to first interview</p> <p>Identify potential successors and inform own line manager</p>
Qualifications, training and technical knowledge	<p>BSc or HND in Quantity Surveying or other equivalent commercially related subject</p> <p>Preferably qualified to CIOB or RICS accreditation</p> <p>Relevant CSCS Card</p> <p>Comprehensive level of commercial experience preferably with a contracting organisation</p> <p>Used to working on own initiative with knowledge of the procurement of sub-contractors and the monthly measurement cycle associated with this</p> <p>Understanding of suppliers' business and current commitments to other contracts</p> <p>Local market knowledge</p>
Attributes and skills	<p>Ability to work in a team environment contributing across a business unit or area</p> <p>Good management skills with the ability to motivate employees to achieve high standards of compliance</p> <p>Excellent organisational, planning and time management skills; able to manage projects simultaneously with compromising on standards and quality</p> <p>Sound knowledge of the construction industry</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with senior management to set project and operational targets</p> <p>Excellent negotiation and diplomacy skills and the ability to make a sound business case to senior stakeholders</p>

