

**Job Code 139 Senior Surveyor**

**Reporting to:** Managing Quantity Surveyor

**Purpose:** The day to day financial and cost control and reporting of one or more developments from the Award up to and including completion of client and sub-contract final accounts, recovery/discharge of all retentions and completion of archive material

**Achieving Results**

* Effective commercial control of all allocated projects/developments including provision of timely and accurate documentation in accordance with the Surveying timetable, in particular PPRs, all elemental reconciliations, cash flow forecasts, etc.
* Establishment of appropriate targets/rates and remeasurement/evaluation of labour only/direct labour outputs.

**Managing the Process**

* Effective cash management including pursuit of timely Applications/ Certification/Invoices/internal notices and receipts, careful administration of subcontractor accounts, at all times being cognisant of the need to cultivate effective/longstanding relationships and promote dispute avoidance.
* Keeping the Managing Surveyor informed of the progress of all accounts both Client and Sub-contract through to finalisation, including, the release of retentions.
* Ensuring, in conjunction with the Managing Surveyor, that payments/notices are effected in accordance with the Sub-contract and Construction Act and in particular, ensure any commercial threats to Projects are identified swiftly and communicated to the Managing Surveyor.
* Contract Administration – attending monthly project and client meetings and ensuring that surveying information and cost advice is provided in an accurate and proficient manner.
* Propose and evaluate value engineering and improved buildability solutions.
* Where required, ensuring that the procurement of sub-traders and suppliers is undertaken in a timely and cost effective manner in liaison with the Managing Surveyor, ensuring that packages are robust and buying gain is optimised.
* Timely production of the Main/Subcontract Final Accounts, including re-measurement as necessary to facilitate the optimum result, evaluation of all variations and loss and/or expense issues.
* Evidence a suitable knowledge of/ensure compliance with the Company’s policies and procedures in respect of Health, Safety, the Environment, LIBMS, I.T. and Human Resources.

**Serving the Customer (Internal and External)**

* Effective interaction with other members of the project team promoting the commercial perspective on all issues.
* Form and develop relationships with client, PQS and Design Team.
* Form and develop relationships with supply chain.
* Working effectively with Site Management and rest of Team.

**Delivering Quality**

* Promoting best practice and supporting the Managing Surveyor in application of the Commercial Standing Instructions.

**Managing People**

**Monitor and Feedback on Performance**

* Carry out annual and interim Performance & Development Reviews
* Control attendance
* Identify and act on performance shortfalls or training requirements that may arise during the year

**Comply with Lovell Policy and Employment Legislation, relating to:**

* Recruitment
* Induction
* Discipline & Grievance
* Health, Safety and Welfare
* Absence Management

**Regularly Communicate**

* Carry out daily / weekly / monthly communication with team

**Give and Receive Feedback**

* Regularly discuss individual and team progress through one-to-one’s

**Support Learning and Development**

* Support staff to enable development in line with their PDP
* Encourage progression towards full professional membership, where appropriate

**Technical Skills and Knowledge**

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| --- | --- | --- | --- |
|  | **Basic** | **Intermediate** | **Advanced** |
| Knowledge and protection of contractual position |  |  |  |
| Commercial skills to maximise value recovery, cost control and cash management |  |  |  |
| Knowledge and understanding of measurement and valuation |  |  |  |
| Preparation and understanding of financial reports |  |  |  |
| Knowledge and understanding of final accounts |  |  |  |
| Knowledge and understanding of sub-contract orders and buying |  |  |  |
| COINS |  |  |  |
| Microsoft Word |  |  |  |
| Microsoft Excel |  |  |  |
| Microsoft PowerPoint |  |  |  |
| Microsoft Outlook |  |  |  |