

## 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. 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>

	Build development plans with others
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## Role definition

<b>Summary of role</b>	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.
<b>Responsibilities and accountabilities</b>	<p>Ensure that all reporting is accurate and completed to agreed timescales</p> <p>Ensure the project and programme contract, cost, quality and time targets are met</p> <p>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</p> <p>Supervise, mentor and encourage all subordinate staff in their personal professional development including PDP, welfare, safety competency and disciplinary matters</p> <p>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</p> <p>Maintain and coordinate all commercial reports required for the successful commercial management of the contract</p> <p>Ensure compliance with the business delays and contract process maps</p> <p>Preparation of the forecasting and reporting of costs against value to ensure that it is in line with the contract profitability forecast</p> <p>Ensure all subcontract issues are resolved, deferring to the commercial manager where appropriate</p> <p>Coordination of track sheet accuracy and inputting through to invoicing. Ensure payment is made within both WIP and cash targets</p> <p>Ensure the accuracy of the commercial data generated within the Sphere project management software</p> <p>Ensures compliance with all contractual requirements, provide support and training on both the contract and the schedule of rates to maximise value recovery</p> <p>Management of subcontract accounts including interrogation, procurement, payments, variations and final accounts</p> <p>Preparation of all subcontracts to meet the company standards</p> <p>Ensures all subcontractor commercial issues are resolved and payments are timely and correct</p> <p>Identifying, raising and pricing of variation in line with the change control process including identification, measurement claims and rogue rates</p> <p>Obtain maximum recovery through accurate measurement of the works completed</p> <p>Provide key information across the contract team</p> <p>Liaise with the office manager to ensure accuracy of costs, and best practise in material buying</p> <p>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</p> <p>As part of the overall management team take responsibility regarding health, safety and the environment providing commercial support</p> <p>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)</p> <p>CSCS compliance</p> <p>Working towards professional membership of an appropriate organisation (for example, RICS/CIOB)</p> <p>Detailed knowledge of company management systems including;</p>

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