

ROLE AND RESPONSIBILITY

Job Title	Senior Quantity Surveyor		
Company/Department:	Commercial and Surveying	Grade:	Surveyor
Reporting To:	Lead Managing Surveyor	Key Relationships:	Clients, Managers, Finance
Salary Banding:		Location:	Southampton

POSITION SPECIFICATION	Key Purpose of Role
	<p>To drive profitable growth across the company, understanding and defining the long term business unit strategy.</p> <p>Being accountable for profitability and performance for the projects under your control, including the establishment and achievement of financial targets, ensuring the company and client needs are exceeded at all times.</p>
COMPETENCIES/SKILLS	Key Responsibilities
	<ul style="list-style-type: none"> • Manage all commercial and surveying activities to ensure they reflect the requirements of the business and implement the agreed project strategic plan to achieve the current and future agreed performance targets, minimising risk of exposure • Manage the surveying activities you are assigned on a daily basis, and as such, be accountable to the Managing Surveyor for their performance • Provide weekly financial reports to the Lead Managing Surveyor • Manage the projects you are assigned on a daily basis, and as such, be accountable to the Lead Managing Surveyor for their performance • Ensure that all commercial activities are delivered to the agreed time/cost/service/specification, presentation and quality • Keep and maintain full documentation to ensure that good business practice is achieved and that the company's contractual and corporate responsibilities are discharged • Full compliance with commercial team daily, weekly, fortnightly, monthly and general responsibilities • Full compliance with the company standards and expectations manual
COMPETENCIES/SKILLS	Technical (job related)
	<p>Sales/Works In</p> <ul style="list-style-type: none"> • Member of project launch team • Read and apply the project contract, specification and drawings • Review all warranty documents in conjunction with the Lead Managing Surveyor and Group Finance Director

ROLE AND RESPONSIBILITY

Behavioural (person related)

Staff/People Management

- Pro-actively lead
- Act as a role model
- Lead change
- Provide a drive for improvement
- Exhibit appropriate behaviours; show:
 - Support for individuals
 - Commitment to the success of the company
 - Passion for customer service
 - Respect and trust
 - Balance and consistency
- Seek and act on feedback about personal styles and actions
- Improve management and leadership as a result of feedback

Manage Individuals

- Set goals and targets
- Proactively manage individual performance day to day
- Regular reviews of performance
- Regular and appropriate praise and recognition of individuals
- Regular and appropriate feedback
- Deal with underperformance issues immediately

Manage the Team

- Establish clear and concise plans for the project team
- Encourage contribution to plans and activities
- Actively seek ideas for change and improvement
- Involve the project team in producing plans
- Plan and manage change effectively
- Regular project team meetings to review effectiveness of the project team
- Resolve conflicts and tension
- Regular reviews of progress against plan
- Provide feedback of results of ideas
- Seek opportunities to delegate, give responsibility and empower people

Manage Learning and Development including Personal Coaching

- Develop plans for the project teams and individual learning needs
- Action plans and ensure learning and development needs are met
- Monitor and report progress to the project team and company
- Evaluate impact of learning and development activities on individuals and the project teams
- Take action to improve learning and development as result of evaluation
- Take opportunities to personally coach individuals and the project/surveying team

Monitoring

- Attend contract control management meetings with the project team
- Undertake financial report presentations for work in progress in conjunction with the Lead Managing Surveyor, Operations Director, Managing Director and Group Finance Director
- Undertake weekly surveying meetings with the Site Managers and Project Managers
- Ensure our company's commercial position is always maintained

ROLE AND RESPONSIBILITY

Cost Recovery

- Record, cost and submit variations weekly to the client in line with the process, procedures and policies in line with the Group standards
- Production of external applications/invoices with the Project Managers so as to maximise the values claimed
- Manage monthly certifications from our clients to ensure the full application submitted is certified for payment, the date for payment is agreed and actual payment is received as agreed
- Responsible for the final account production and negotiations throughout the project to final account settlement
- Provide payment information to the Group Credit Controller daily/weekly
- Support with credit control meetings and queries
- Maintain a positive cash flow to all projects
- Provide monthly application/invoice summary to the Lead Managing Surveyor
- Support project procurement
- Produce the project monthly financial reports and its presentation to the Directors
- Ensure all Project Managers are fully aware of the spend values within the tender buying plan, reviewing and monitoring as the project progresses through to completion

Sub-Contractors

- Be responsible for the sub-contractor accounts and financial management
- Review sub-contractor quotations for compliance
- Be responsible for the complete sub-contractor engagement process, procedures and policies in line with the Group standards
- Monitor sub-contractor valuations and variations in accordance with our payment timetable, policies, procedures and processes
- Completion of sub-contractor certifications and final account agreements with the Project Manager's assistance
- Cross-referencing of the company's variations to sub-contractors variations and the correct pricing parameters are being completed
- Manage sub-contractor account discussions, difficulties and agreements
- Production, management and issuing of all sub-contractor instructions, purchase orders and sub-contract agreements, including engrossment of same
- Ensure all aspects of the Local Democracy, Economic Development and Construction Act 2009 are adhered to with all sub-contractors
- Support Project Manager as required
- Log and record all sub-contract orders in line with company procedures, policies and processes
- Approve all plant, equipment and material purchase orders prior to payment

Not all duties can be fully identified and many other requirements will become obvious in this important and responsible position.