

Job Description

Quantity Surveyor – Construction Services

Responsible to: Operations Director, Commercial Manager

Responsible for: No one

Main Purpose of Job:

The Role is within our Construction Services Team where projects range from 1 – 250K. These projects come from a variety of public and private sector clients. Many from well-established frameworks.

The role is to obtain and evaluate information to ensure a realistic cost for the supply of works, goods, materials and series for designated build projects/contracts.

The post holder will be required to aid in the preparation and submission of tenders and then take successful bids through to completion on site, managing all aspects of the contract and its administration. Areas of work include:

- Infrastructure projects
- Refurbishments projects
- Work in Schools
- New Build
- Commercial Extensions
- Social Housing programs

Principal Tasks and Duties

Work Responsibilities

The role will cover a wide range of quantity surveying and estimating disciplines. The list of responsibilities below covers areas you will be involved in. You will have other resources within the team to aid you with the overall delivery of projects.

- The production and compilation of tender responses for public and private sector clients. Including pricing and quality elements of the response.
- Engage with existing and new supply chain partners to obtain pricing and quality information in support of tender bids.
- Assist in the development of the procurement programme and carrying out sub-contractor procurement
- Assist in the generation and control of project budgets.

- To monitor and record the tender success rate and provide monthly reports to the Commercial Manager in relation to Construction Services estimating outputs.
- Provide input into risk profiling and management on contracts/projects
- Selection of contracts for projects
- Work on PQQ's for new contracts
- Preparation of monthly forecasts/reports (such as CVR's) for review and approval of the Commercial Manager
- Preparation of interim valuations and final accounts as per contractual deadlines in connection with live projects, for the client's approval.
- Value and authorise sub-contractor applications and payments.
- Preparation of supplier contracts and to be involved in all supplier negotiations
- Preparation of contracts in a variety of forms such as, NEC, JCT and bespoke
- To assist in the post tender clarification and contract negotiations
- Liaise with Project Managers to establish the project specification and requirements
- To record and execute all aspects of contract administration in connection with the main contract and sub-contracts.
- Liaise with site personnel and sub-contractors to maximise productivity
- Provide commercial advice to the site team about all project issues and project strategy and provide input to area commercial discussions and reviews
- The ability to manage your own workload and co-ordinate with others to ensure strict deadlines are met
- The willingness to undertake additional training to grow with the role
- To have excellent IT skills and a proficient knowledge of Microsoft packages
- Attend and contribute to meetings with work colleagues and or clients/customers when necessary. Building relationships and demonstrating excellent communication skills.
- To attend site visits/meetings as and when required and to adhere to the health and safety procedures/requirements
- To be aware of the company's brand and profile and to aid in increasing this through social media/other marketing tools as and when required.
- Produce and negotiate insurance claims with insurers representatives
- Carry out other relevant duties as required from time to time

This is not an exhaustive list and other duties requiring similar skill levels may be required.

Management of Staff

- Assist in staff matters; which may include staff succession awareness, development, competency.
- Provide support to the trainee Quantity Surveyor to ensure effective development and performance

- Promote continual review and improvement of services by creating an environment in which staff are encouraged to use their initiative and creativity for the benefits of customers

Support in Role

We will offer you all the support you need. This will be in the form of:

- Monthly one to one's
- Annual appraisals
- Mobile phone
- Laptop with mobile data connection
- Petrol allowance when using your own vehicle on company business
- Monthly salary (to be negotiated)
- We are willing to pay for courses that would benefit you and the company and keep your knowledge up to date

This list is not exhausted, if you require any additional support not list we are happy to discuss this with you on an ad-hoc basis.

Other Duties

Carry out responsibilities with due regard for the JCL Equality & Diversity requirements

Attend training as required

Provide general support and assistance to the Managing Director as required

Carry out any other duties as reasonably required by the Managing Director

Competence Framework

JCL has a Competence Framework that applies to all roles. This sets out behaviors that are expected of staff. Individual levels will be agreed as part of the appraisal process.

The following competence applies to all staff:

Behaving Professionally

Demonstrates consistent commitment to JCL Values as stated below:

- Getting it right first time
- Fair and consistent
- Smart and lean
- Can-do approach
- Good to work with

Equality and Diversity

Demonstrates commitment to Equality and Diversity in line with JCL's Equality and Diversity Policy.

JCL Policies and Procedures

Maintain knowledge of JCL policies and procedures and follow relevant policies in day to day work.

General Responsibilities

1. Confidentiality

The post holder must maintain confidentiality of information about staff and residents and the Company's business and be aware of the Data Protection Act 1998.

2. Standards of Business Conduct

The Company expects all employees to maintain the highest standards of personal and business conduct always. The JCL staff handbook sets out the Company's expectations; of which a copy is provided upon entrance to the Company by the Personnel Department.

3. Health & Safety

All employees should be aware of the responsibility placed on them under the Health & Safety legislation, to ensure that the agreed safety procedures are carried out to maintain a safe environment.

4. Equality & Diversity

JCL is committed to treating all people with fairness and respect. We aim to actively help remove barriers and open doors for our customers and staff and foster good relations within the communities we serve. All employees are required to demonstrate their commitment to the Company's Equality and Diversity Policy and its values during their day to day work. A copy of the policy is provided upon entrance to the Company by the Personnel Department.

5. No Smoking

The Group operates a non-smoking policy in offices.

6. Training and Development

To attend appropriate training courses and supervision meetings as required.

7. Communication

To attend staff and team meetings.

Purpose of a Job Description

This is a description of the job as it is presently constituted. Job descriptions are reviewed and updated when considered necessary to reflect any changes to the job being done and to incorporate changes. Employees will be consulted on any changes in their job description in a meeting with their Line Manager. If agreement is not possible the Company reserves the right to insist on changes by adding to, taking away or substituting duties; provided that in doing so we do not change the fundamental nature of the post.

June 2017

I agree to the above job description:

Name.....

Signed.....

Date.....