

## New Role Skills Matrix

New Role	Senior Quantity Surveyor	Matrix Compiled by	Janie Cottam	
<b>Personal Attributes based on job description</b>		Essential (E)/ Desirable (D)		How it will be measured? A=Application/CV I=Interview T=Test
		E	D	
<b>Qualification</b>				
Must have attained a minimum of a BSC Degree at 2:2 or above in quantity surveying or similar commercial related discipline		✓		A
Good Secondary education attained a minimum of 5 GCSE's at grade C or above or equivalent		✓		A
MRIC's Accredited			✓	A
Hold a current up to date CSCS Card			✓	A
To be SMSTS certified			✓	
To have passed a DBS check			✓	
First Aid trained			✓	A
<b>Experience</b>				
A minimum of 5 years post graduate experience in a quantity surveyor or senior quantity surveyor role.		✓		A/I
Experience of working for a main contractor in a commercial related role		✓		A/I
Experience of delivering construction projects from a commercial perspective from pre-construction to completion		✓		A/I
Experience of managing clients and regularly representing the company		✓		A/I
Experience of managing a team previously			✓	A/I
Experience of leading a team			✓	A/I
<b>Knowledge/Skills/Abilities</b>				
Knowledge and understanding of JCT Contracts and their administration, specifically: <ul style="list-style-type: none"> <li>• Minor works</li> <li>• JCT Standard with and without quants</li> <li>• JCT D&amp;B</li> <li>• JCT Sub-contracts</li> </ul>		✓		A/I
Knowledge and understanding of commercial and construction related law (in specific The Construction Act) and its practical application with construction contracts		✓		A/I
Knowledge and understanding of NEC Forms		✓		

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of contract and their administration			
Knowledge and understanding of framework contracts, both standard forms (e.g. PPC2000) and bespoke. The ability to administer the contracts from a main contractor perspective		✓	A/I
An excellent working knowledge of construction and a proactive approach to design review and to propose construction solutions	✓		A/I
The Ability to work efficiently and effectively as part of a team and where necessary to show leadership and take control of a situation or team	✓		A/I
The ability to deal confidently with JCL clients and to represent the commercial team and company in a professional manner at meetings and events	✓		A/I
Excellent Computer Skills in relation to all Microsoft packages	✓		A/I/T
The ability to produce complex reports and communicate proficiently and confidently in writing	✓		A/I/T
Knowledge of PowerPoint and the ability to confidently and professionally deliver presentations		✓	A/I
Ability to use Conquest		✓	A/I
Ability to use takeoff software such as bluebeam		✓	A/I
<b>Additional Requirements</b>			
A flexible approach to work duties. To conduct yourself in with an “over and above” attitude to the role	✓		A/I
To conduct yourself in a professional manner always and set a good example to other less senior members of staff	✓		A/I
Dedication to mentoring and developing less senior members of staff	✓		A/I
Willingness to undertake appropriate training	✓		A/I
Commitment to providing excellent customer care and executing all duties with a customer focused attitude	✓		A/I
A commitment to promoting Equal Opportunities within the organisation	✓		A/I
A full drivers license	✓		A