

## **Job Description**

### **Job Title: Senior Quantity Surveyor (Transport and Infrastructure)**

Responsible to: Transport and Infrastructure Director, Commercial Manager

Responsible for: Project Quantity Surveyors, Assistant Quantity Surveyors and Trainee Quantity Surveyors

Main Purpose of Job:

The position sits within the Transport and Infrastructure Section of the Jamieson Contracting (NW) Ltd Commercial Team.

The role is predominantly working with public sector clients and partners to deliver the commercial aspects of projects from Tender through to completion.

Project values can vary in size from relatively low value framework call off works to large individual projects (1K – 3M Approximately)

The role is to obtain and evaluate information to ensure a realistic cost for the works, goods, materials and services designated building projects/contracts.

The post holder will be required to prepare and submit tenders and then take successful bids through to completion on site, managing all aspects of the contract and its administration.

Much of the work will be tendered through mini competition with existing framework partners. Building good working relationships with these partners is essential.

### **Principal Tasks and Duties**

#### **Work Responsibilities**

The post holder must be able to provide a holistic approach to the commercial delivery of all transport and infrastructure projects. The approach will be 3 fold:

- 1) Tendering and commercial delivery of projects with existing framework partners
- 2) Expansion of our existing framework partners by preparing bids/tender responses for new transport and infrastructure public sector clients.
- 3) Preparing bids/tender responses in connection with private sector transport and infrastructure clients.

### Estimating Duties/Requirements

- ✓ 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
- ✓ To aid the commercial manager and Transport and Infrastructure Director in selecting new clients.
- ✓ To build and manage an approved list of framework sub-contractors in relation to the transport and infrastructure sector

### Quantity Surveying Duties/Requirements

- ✓ 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 maximize productivity

- ✓ Provide commercial advice to the site team about all project issues and project strategy and provide input to area commercial discussions and reviews
- ✓ Excellent knowledge of JCT and NEC contracts and their administration, specifically dispute resolution, claims, extensions of time, payment and variations (and respectively their NEC counterparts).
- ✓ To aid in the assessment of risk on projects and the compilation of the risk register and main contract documentation.
- ✓ The ability and experience required to be able to negotiate and agree final accounts.
- ✓ The ability to review projects to assist with value engineering solutions and design development. The post holder should have good construction knowledge and be able to apply this to finding solutions for design issues on site.
- ✓ Preparation of contract documents and the writing of bespoke sub-contracts in order to incorporate main contract requirements and disseminate risk to sub-contractors
- ✓ To be able to use client specific IT packages such as OPAS, Sharepoint, Conject and Bravo to facilitate the secure transfer and monitoring of contract administration.

## Management Duties/Requirements

- ✓ 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
- ✓ The ability to lead a team and aid in the management and organization of other team members.
- ✓ Experience of managing people/a team
- ✓ The ability to be able to coach and mentor staff members within your team.
- ✓ The post holder will be required to assist and aid the Commercial Manager in the review, development and implementation of procedures and systems of work.
- ✓ 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
- ✓ Carry out other relevant duties as required from time to time
- ✓ To be willing to undertake and successfully pass a drugs and alcohol test in order to comply with our partners requirements for working on their sites.

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

### **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)
- ✓ Company Bonus Scheme
- ✓ 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.

November 2017

I agree to the above job description:

Name.....

Signed.....

Date.....