

QUANTITY SURVEYOR

REF NO: HES/0078/London

CONTRACT: Permanent full time staff

GEOGRAPHICAL AREA: London

LINE MANAGER: Southern Region Commercial Manager

SALARY: Excellent Salary and Benefits

JOB SUMMARY:

The Quantity Surveyor is required to assist the Project Manager, Operations Director and Commercial Manager in the financial and contractual control of allocated projects. They will have an objective and proactive approach to commercial interaction with the client and be 'customer facing' and capable of maintaining and developing meaningful relationships with our stakeholders whilst achieving the target cost and programme of the allocated projects.

EXPERIENCE:

Previous experience of:

- Quantity surveying experience within MEP sector. Will consider construction based commercial management experience.
- Experience of NEC3 options A and C contracts.
- Proven Track record of successfully achieving commercial strategy project goals.
- Good understanding of MEP technical issues is preferable.
- Good understanding of various conditions of contract.
- Knowledge of construction and contract law.
- Working Knowledge of labour, plant, materials and equipment.
- Good understanding of programmes and cause and effect.

RESPONSIBILITIES:

- Assist as requested by the Commercial Manager in review of tender documents and provide necessary clarification on proposed attendances/contract/terms etc. as required to limit unreasonable commercial risk.
- Ensure all roles and responsibilities are carried out in accordance with business procedures.
- As required represent the Company in contract negotiations and meetings, ensuring that favourable terms and outcomes are obtained.
- Attend internal project handover meetings and assist Commercial Manager in developing the commercial strategy for the project.
- On each allocated project, produce a simple overview for commercial administration capturing important points that the team need to be mindful of.
- Attend contract review meetings/6 week work plans as required by the Commercial Manager.
- Maintain and develop meaningful relationships with our stakeholders.
- Compile and submit valuations with the Project Manager and Operations Director in line with the subcontract and ensure that these are maximised and that timely payment is received.

- Control with the Project Manager and Operations Director the subcontractor applications for payment and value works appropriately, providing notifications or pay less notices etc. as required.
- Establish whether programme commitments are being met and advise on action to be taken when this is not the case, whether as a result of a company breach or otherwise.
- Assist the Project Manager, Operations Director and Commercial Manager in the management and maintenance of the 'Monthly Cost Reports' to effectively manage the financial status of the contract.
- Assist in labour allocations and costing's to meet set cost target.
- Ensure that the subcontractor's valuations are incorporated into HE Simm valuation to the client and those variations between HE Simm and the subcontractor and the client are substantiated and provided, in line with HE Simms subcontract with the client.
- Protect HE Simms commercial position at all times and liaise with the Commercial Manager when decisions lie outside their delegated authority limit.
- Ensure that HE Simm final account and variations are agreed progressively and that the final account is agreed within one month of PC.
- Submit to the Commercial Manager monthly cash flow forecast and monitor payments etc. on allocated projects.
- Produce and maintain monthly debtor's schedule (on allocated projects) for submission to the Commercial Manager.
- Attend internal project close out meeting and close out any commercial actions.

PERSONAL QUALITIES:

- Good Commercial acumen
- Good forward thinker and planner
- Good programme understanding
- Team player
- Highly motivated, good work ethic and enthusiastic
- Tenacious and determined
- Confident and articulate
- Attention to detail
- Highly organised
- High personal integrity
- Very persuasive
- Able to communicate at different levels and situations and influence people
- Able to perform consistently under pressure
- Quick thinker and able to adapt to different situations
- Approachable and good interpersonal skills
- Highly professional
- Can see an opportunity and develop it
- Creative mind - thinks about the best way to provide information in a clear and concise manner
- Able to meet deadlines
- Accepts change and new ideas
- Innovative
- Takes full accountability for performance and personal development

BEHAVIOURAL COMPETENCIES:

- **Customer Focus:** Is dedicated to meeting the expectations and requirements of internal and external customers. Actively collects first-hand customer information and uses it to improve services and solutions. Manages the experience of customers to ensure positive relationships are established and maintained. Has the ability to build strong internal and external relationships.
- **Driven:** Demonstrates complete focus and determination to achieve successful outcomes. Is highly motivated and has a good work ethic. Is enthusiastic tenacious and determined.
- **Operational Excellence:** Plans and organises resources to safely achieve maximum efficiency and output. Delivers results consistently. Identifies and implements opportunities to increase sales and profit or reduce costs.
- **Leadership:** Highly professional, visible, articulate and confident leader, setting the tone and standard by your example. Takes full accountability for performance and development of their team.
- **Creative Mind:** Thinks about the best way to provide information in a clear and concise manner and is able to see an opportunity and develop it. Sees connections in data, events, trends etc. not obvious to others.
- **Communication:** Approachable team player who is able to communicate at different levels and situations and influence people, who can clearly communicate ideas, plans and priorities to others. Makes communication a priority so there are no surprises.
- **Smart:** Is able to perform consistently under pressure, think quickly and adapt to different situations.

Due to the changing nature of our business, the Company reserves the right to alter the content, tasks and responsibilities of this job description to reflect changes to the job provided, without altering the general character or level of responsibility. All staff are therefore expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description have to be undertaken.