



## **JOB DESCRIPTION**

### **SENIOR QUANTITY SURVEYOR**

*In accordance with the principle of equal treatment, the job descriptions shall apply to both male and female.*

**1. Job Title**

Senior Quantity Surveyor

**2. Reports To**

Senior Quantity Surveyor reports to the Managing Director. The Managing Director is responsible for any personnel matters

**3. Objectives**

To perform the role of Senior Quantity Surveyor, taking responsibility for end to end service delivery, often with respect to large and complex projects.

The Senior Quantity Surveyor will be responsible for supporting the Directors in achieving service excellence and positive outcomes for our clients; showing high levels of technical capability, sound commercial knowledge and a good understanding of the key drivers of cost and value; capturing and sharing knowledge and driving innovation in service. Successful candidates will be presented with a great opportunity for career progression and travel nationally whilst at the same time being exposed to cross sector experience.

**4. Duties and Responsibilities**

- To support business objectives of delivering value for money in all circumstances
- Assist in the coaching and development of Assistant level members of staff in the delivery of service excellence.
- Deliver all work outputs in an accurate and timely manner.
- Utilise and embed AFA best practice tools and processes including the use of technology to support delivery.
- Be able to interpret a brief from a client or senior manager and convert same into a delivery plan.
- Demonstrate the ability to take ownership of small, medium & large sized projects.

- Understand and comply with business risk and project delivery parameters including compliance in respect scopes of service agreed by others.
- Capture and share knowledge and be involved with the development of service improvement and innovation.
- Be a strong team player but demonstrate the ability to take a leadership role as part of persona development planning.
- To provide a full service to a wide range of clients on multi million pound projects, from a variety of sectors including but not limited to:
  - Commercial
  - Leisure
  - Retail
  - Residential

Cost Planning including:

- Preparation of indicative cost budgets and appraisals
- Preparation of elemental cost plans
- Provide advice and opinion in respect of our client development plans and expectations
- Value engineering studies
- Supply chain quotations and management

Procurement including:

- Providing advice on procurement strategy
- Assembling and seeking agreement to long and short tender lists
- Preparing and issuing tender documents.
- Knowledge of main forms of Contract including JCT and NEC3
- Running a competitive tender process including managing queries from tendering contractors
- Managing and contributing to structured and documented tender evaluations
- Preparation of Contract Recommendation Reports
- Preparation of contract documents

Post Contract Quantity Surveying including:

- Scrutinising and verifying applications for interim payments
- Preparing certificates
- Managing change control in accordance with contracts
- Producing cost reports and cost forecasting

- Assisting Project Managers in preparing Early Warnings, Instructions and Compensation Events
- Attending progress meetings
- Promote commercial awareness throughout project
- Support formal dispute resolution process and contract close out strategy as required
- Developing Commercial Strategies
- Developing Acquisition Strategies

#### **5. The Candidate**

- Holder of a Full UK Drivers Licence
- Educated to Degree level, or equivalent experience
- MRICS, working towards chartership or desire to do so
- Must be flexible in hours of work and travel
- Candidate to be able to demonstrate, having taken a substantial role in delivery of medium to large projects (£5m to £50m+), ideally with experience of Hotel and Leisure clients.
- Excellent pre and post contract technical cost and commercial management skills
- Articulate in written and oral communication.
- Excellent prioritisation and self-management skills and ability to work in a high-pressure environment.
- An in-depth knowledge of different construction processes.
- Strong knowledge and record of accomplishment in the application of IT based solutions

#### **6. Individual Tasks**

In addition to the duties mentioned above, it is the Senior Quantity Surveyors' responsibility to carry out individual tasks required by senior staff members which are in the nature of the job description or deemed to be a necessity of the business.