

Job Profile - Quantity Surveyor

The Role:

The Quantity Surveyor is required to provide commercial support to the project team, maintaining commercial information and ensuring compliance with contractual requirements. They will liaise with customer representatives and other third parties on commercial issues including agreement of variations, claims and any additional payments.

Key Responsibilities:

Reporting

- Ensure robust, accurate and timely cost and value reporting at both project and business unit level
- Ensure accurate cash flow reporting takes place
- Carry out cost management including forecasting
- Update the monthly CVR, cost and commercial plans and have accountability, along with the project team for the commercial performance and strategy

Processes

- Help ensure that commercial processes are adhered to across the business unit
- Actively seek to improve processes and procedures
- Have a good understanding of the processes and procedures, assist in their development and improvement

External relationships

- Ensure that any sub-contractors have agreed terms and conditions that are appropriate for Cunningham Contracts, with commercial risks identified
- Ensure that the supply chain are engaged appropriately with the correct contract terms and conditions
- Ensure that good client relationships are fostered
- Be responsible for subcontract letting, negotiation and financial accounting

Internal relationships

- Effectively assist in managing the commercial team, including cost clerks and commercial support staff
- Ensure effective interaction between the commercial team and the operational site teams
- Supervise and mentor junior Quantity Surveyors

Key measures & targets:

- Accurate monthly forecasting
- Ability to challenge resources and costs
- Maintaining deadlines in line with monthly commercial calendar

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

- HND/degree in Quantity Surveying, or equivalent
- Previous experience of the civil engineering industry
- Familiarity with ICE/NEC forms of contract NEC3 or NEC4 and knowledge of current Construction Law

- Extensive experience in commercial management and procurement of subcontractors, including chairing regular meetings, measurement and control cycle, certificates and accruals calculations
- Ability to demonstrate a good knowledge of monthly reporting and earned value analysis
- Excellent team player whilst also holding the ability to work independently on own initiative
- Excellent time management skills, with ability to work to tight deadlines.
- Ability to encourage and support junior members of the Commercial Team