

# Role profile

<b>Job title:</b>	<b>Quantity Surveyor</b>
<b>Grade:</b>	<b>CP</b>
<b>Discipline:</b>	<b>Quantity Surveying</b>

## Role purpose:

The Quantity Surveyor will be responsible for ensuring commissions are completed to the appropriate standards, within budget and the fee provision, ensuring clients receive professional advice.

## Accountabilities:

- 1) Prepare feasibility studies, preliminary estimates, cost plans, databases, tender and other analysis and advise on the economics of design at the early stages of a project.
- 2) Provide advice on the use of whole life costing techniques.
- 3) Prepare high quality tender documentation undertaking pricing documentation during tender periods.
- 4) Undertake preliminary analysis of tenders, prepare cost breakdowns and initial cost profile under supervision and negotiate contract sums.
- 5) Control all post contract procedures, make valuations for payments, producing financial reports and monitoring actual and anticipated expenditure against profile.
- 6) Assist Contract Administrators in the preparation of AI's, evaluation of claims for extensions of time.
- 7) Assist in the project management of schemes, setting objectives, provide direction, control and advise on related matters including issuing progress reports and in post contract reviews.
- 8) Prepare final accounts and agree with contractor, including verifying claims and dealing with audit procedures.
- 9) Responsible for identifying new business opportunities.
- 10) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
- 11) This role requires frequent travel to other offices and sites as required
- 12) Carry out duties appropriate to the grade of the post
- 13) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 14) Demonstrate personal commitment to the Norse Way CSR strategy.

## Qualifications:

- 1) Professional membership of the Royal Institution of Chartered Surveyors (Student or AssocRICS) and be working or prepared to work towards Chartered status – Essential
- 2) Bachelor's Degree or equivalent in a related discipline – Essential
- 3) Holds a current site card or is prepared to immediately attain – Essential

## Skills and knowledge:

- 1) Experience in a similar related role - Essential
- 2) Proficient in the use of Microsoft Office Suite – Essential
- 3) Knowledge of latest CDM Regulations - Essential
- 4) Excellent numeracy and analytical skills – Essential
- 5) Familiar with relevant construction, health and safety legislation and risks and hazards associated with asbestos – Essential
- 6) Experience of using BCIS Online, and NBS Building- Desirable
- 7) Project Management experience on a range of building works of differing sizes and types - Desirable

## Competencies:


<b>Improving for excellence</b>	<b>Level 2</b>	<b>Commercial focus</b>	<b>Level 2</b>
<b>Drive for results</b>	<b>Level 2</b>	<b>Customer focus</b>	<b>Level 2</b>
<b>Effective decision making</b>	<b>Level 2</b>	<b>Managing positive relationships</b>	<b>Level 2</b>
		<b>Leadership and development</b>	<b>Level 1</b>

## General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

<b>Creation date:</b> 25 <sup>th</sup> October 2016	
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This role profile has been reviewed and validated by the Group Director – Human Resources.  
Last modified: 22<sup>nd</sup> December 2016