

Job Title	Senior Quantity Surveyor
Division/Location	Hamson Barron Smith / Norwich
Reporting to	Associate Director
Weekly Hours	37 hours per week
Grade/Salary	DP / Competitive

Job Description
<p>The Role:</p> <p>The Senior Quantity Surveyor will be responsible for providing Quantity Surveying services to the appropriate high standard from inception through to completion. Provide support and advice to a team of surveyors ensuring clients receive professional advice.</p> <p>Main Responsibilities:</p> <ul style="list-style-type: none"> • Preparing feasibility studies, preliminary estimates, cost plans, databases, tenders and providing advice on the economics of design at the early stages of a project and the use of whole life costing techniques. • Preparing of high-quality tender documentation. • Undertaking pricing documentation during tender period. • Examining and analysing tenders and negotiating contract sums, preparing cost breakdowns and initial cost profile. • Utilising project management techniques to manage resources effectively ensuring all commissions are completed to agreed targets. • Applying and reporting on the principles of risk management. • Controlling all post contract procedures, assisting Contract Administrators in the preparation of relevant post contract variations and certificates under the contract. • Preparing final accounts, obtaining the agreement of the contractor and managing audit procedures. • Building strong and long term relationships with key stakeholders, monitoring and acting upon feedback. • Identifying new business opportunities. • Providing robust performance management information and managing resources effectively. • Managing all projects in a proactive and efficient manner, continually seeking new and innovative ways of working. • Ensuring legal compliance with contract law and sharing best practice within other teams. • Fee earning at 90% and contribute to the achievement of business plan objectives and targets. <p>Other Duties</p> <p>The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager, including:</p> <ul style="list-style-type: none"> • Carrying out duties appropriate to the grade of the post, including frequent travel to other offices as required. • Promoting continuous improvement and delivering demonstrable high-quality products and services which embrace quality standards. • Demonstrating personal commitment to the Norse Way CSR Strategy.

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Professional membership of the Royal Institution of Chartered Surveyors and be working or prepared to work towards Chartered status	Essential	
	Bachelor's Degree or equivalent in a related discipline	Essential	
	Holds a current site card or is prepared to immediately attain	Essential	
	Knowledge of common construction contracts i.e. NEC3, BCT	Essential	
	Familiar with relevant construction, health and safety legislation and risks and hazards associated with asbestos	Essential	
Experience	Extensive experience in a similar or related role	Essential	
Skills/Abilities	Proficient in the use of Microsoft Office Suite	Essential	
	Excellent numeracy and analytical skills	Essential	
Other Requirements			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>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.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

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Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it

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