

Role profile

Job title:	Senior Quantity Surveyor
Grade:	DP
Discipline:	Quantity Surveying

Role purpose:

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.

Accountabilities:

- 1) Prepare feasibility studies, preliminary estimates, cost plans, databases, tender s and provide advice on the economics of design at the early stages of a project and the use of whole life costing techniques.
- 2) Responsible for the preparation of high quality tender documentation.
- 3) Undertaking pricing documentation during tender period.
- 4) Examine and analyse tenders and negotiate contract sums , preparation of cost breakdowns and initial cost profile.
- 5) Utilise project management techniques to manage resources effectively to ensure all commissions are completed to agreed targets.
- 6) Apply and report on the principles of risk management.
- 7) Control all post contract procedures, assist Contract Administrators in the preparation of relevant post contract variations and certificates under the contract.
- 8) Prepare final accounts, obtaining the agreement of the contractor and manage audit procedures.
- 9) Build strong and long term relationships with key stakeholders, monitoring and acting upon feedback.
- 10) Responsible for identifying new business opportunities.
- 11) Provide robust performance management information and manage resources effectively.
- 12) Manage all projects in a proactive and efficient manner, continually seeking new and innovative ways of working.
- 13) Ensure legal compliance with contract law and share best practice within other teams.
- 14) This role requires frequent travel to other offices and sites as required .
- 15) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
- 16) Carry out duties appropriate to the grade of the post
- 17) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 18) Demonstrate personal commitment to the Norse Way CSR strategy.

Qualifications:

- 1) Professional membership of the Royal Institution of Chartered Surveyors 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) Extensive experience in a similar or related role - essential
- 2) Proficient in the use of Microsoft Office Suite – Essential
- 3) Excellent numeracy and analytical skills - Essential
- 4) Knowledge of common construction contracts i.e. NEC3, BCT – Essential
- 5) Familiar with relevant construction, health and safety legislation and risks and hazards associated with asbestos – Essential

Competencies:

Improving for excellence	Level 3	Commercial focus	Level 2
Drive for results	Level 3	Customer focus	Level 3
Effective decision making	Level 3	Managing positive relationships	Level 3
Thinking with vision	Level 1	Leadership and development	Level 2

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.

Creation date: 25 th October 2016	
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This role profile has been reviewed and validated by the Group Director – Human Resources.
Last modified: 23rd December 2016