

Role profile

Job title:	Associate Director - Quantity Surveying & Project Management
Grade:	EM
Discipline:	Quantity Surveying / Project Management

Role purpose:

The Associate Director – Quantity Surveying & Project Management will be responsible for leading the provision of a high quality Quantity Surveying and Project Management service that meets or exceeds customer expectations to a reliable and commercially aware standard.

Accountabilities:

- 1) Provide inspirational leadership, management and direction in a manner consistent with the Group's values.
- 2) Deliver projects of a complex nature to agreed time, cost and quality criteria.
- 3) Manage the resourcing of Quantity Surveying & Project Management services including the use of outside consultants in the delivery of the programmes of work.
- 4) Manage the work to meet project dates and keep operating costs within fee.
- 5) Act as the professional technical lead at an office level, ensure that company and working practices are adhered to and delivered to common professional standards that meet client needs.
- 6) Ensure procurement processes and procedures are followed and provide input into the development and enhancement of further procedures as appropriate.
- 7) Manage project managing partnering and collaborative contracts.
- 8) Manage the development and maintenance of local practice procedures.
- 9) Provide robust advice on whole life costing service.
- 10) Ensure that business plan objectives and targets are delivered within agreed profit margins.
- 11) Responsible for identifying new business opportunities.
- 12) Develop new and existing client relationships to seek new business opportunities.
- 13) Fee earning at 80%, and contribute to the achievement of business plan objectives and targets.
- 14) This role requires frequent travel to other offices and sites as required.
- 15) Carry out duties appropriate to the grade of the post
- 16) Inspire a culture of excellence and continuous improvement, ensuring the delivery of demonstrable high quality products and services which embrace quality standards.
- 17) Demonstrate personal commitment to the Norse Way CSR strategy.

Qualifications:

- 1) Professional Chartered membership of the Royal Institution of Chartered Surveyors - Essential
- 2) Bachelor's Degree in Quantity Surveying or equivalent in a related discipline or can demonstrate significant relevant experience – Essential
- 3) Holds a current CSCS 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 a range of construction contract procedures and financial regulations – Essential
- 5) Understanding of business planning, commercial risk management and financial management – Essential
- 6) Management experience - Desirable
- 7) Demonstrable success in securing new business opportunities – Essential
- 8) 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 3
Drive for results	Level 3	Customer focus	Level 3
Effective decision making	Level 3	Managing positive relationships	Level 4
Thinking with vision	Level 2	Leadership and development	Level 3

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: November 2016	
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This role profile has been reviewed and validated by the Group Director – Human Resources.
Last modified: 30th December 2016

