

JOB DESCRIPTION

Senior Quantity Surveyor



Section A: Organisation Detail

TITLE:	Senior Quantity Surveyor (SQS)
RESPONSIBLE TO:	BOP Manager
DELEGATION DURING ABSENCE:	The GM is to delegate the QS's responsibilities to appropriate personnel when required during periods of absence.
PRIMARY OBJECTIVE:	To carryout accurate and timely costing and budgetary control of all projects under their authority and as directed, complying with company policy and procedure.

Section B: Accountabilities

Job Area: Industry Knowledge and Networks

Key Accountabilities	Measurement Areas
New job opportunities identified	<ul style="list-style-type: none">○ Maintain an awareness of prospective work through contacts made.○ Advises management of prospective opportunities.

Job Area: Project Management – Preliminary (Assisting Estimating)

Key Accountabilities	Measurement Areas
Systems and necessary data established to enable effective transfer of tender information to the construction team	<ul style="list-style-type: none">○ Assist as requested with the Tender process, including:<ul style="list-style-type: none">○ Calculating work measurement and pricing for all identified business opportunities, including issuing price enquiries to, and evaluating sub-contractors/suppliers (if any) and their pricing for tender submission.○ Applying standard costing methods (including preparing schedules for Preliminary + General + Construction costs) that will facilitate subsequent tracking and analysis of costs and revenues.○ To establish build- budget, with appropriate cost codes and cost allocation.○ Providing cost plan advice and comparative cost advice for alternatives in various building components/methods inclusive of plant and equipment etc., including any labour deployment statistics/ratios etc.

Job Area: Project Management – Preliminary (Project Setup)

Key Accountabilities	Measurement Areas
Systems refined to meet actual on-job requirements	<ul style="list-style-type: none">○ Attends or facilitates as required, handover meetings to learn and understand key aspects of the project including: to confirm the overall approach, to assimilate the risks and opportunities, and to identify any specific appointments required for the construction team.○ Evaluates the Tender submission and related documents for opportunities to benefit during the project construction.○ Carries out plan appraisal documenting differences between Tender and Contract.
Project approach understood and further benefits and issues identified	<ul style="list-style-type: none">○ Collates all Contract documentation required for all members of the construction team (head contract details, insurances, complete pre-drafted subcontract agreements etc.) and distributes to relevant parties.○ Sets up pre-selection meetings with preferred subcontractors to

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	<p>establish the basis of the subcontractor agreement.</p> <ul style="list-style-type: none"> ○ Sets up project protocols with the CBC site team for the most effective way of administering the project through to completion. ○ Assembles subcontractor, supplier documents as required.
Effective construction team in place	<ul style="list-style-type: none"> ○ Actively participate in the appointment of the optimum subcontractors and preferred suppliers.
Job Area: Project Management: Monitor Project	
Key Accountabilities	Measurement Areas
Effective reporting of project to facilitate achievement (or better), of the job budget (dollars) and the deadlines in the construction programme (times)	<ul style="list-style-type: none"> ○ In conjunction with BOP Manager or PM, monitoring and tracking job progress on budgets (and cost codes). ○ Timely reporting of cost performance; including highlighting of any variances. ○ Liaising with BOP Manager/PM to accurately monitor job progress against construction programme/critical path using this as a key factor in determining progress claims and detail for financial reports. ○ Analysis of plant and labour usage compared to budget and cost coding accordingly. ○ Timely liaison with accounts to check and cost code all invoicing.
Job Area: Financial/Costing	
Key Accountabilities	Measurement Areas
In liaison with Project Manager, contract progress and final claims prepared	<ul style="list-style-type: none"> ○ Check, submit, and prepare sectional and/or final accounts for PM approval prior to final negotiation with clients, consultants. ○ Check, submit, and prepare sectional and final accounts for PM approval prior to final negotiation with subcontractors, suppliers. ○ Finalise all retention release payments.
Historical cost records are available to improve future decision making	<ul style="list-style-type: none"> ○ Creating complete and accurate records, and storing these appropriately for easy retrieval and future learning.
Job Area: Project Management: Variations	
Key Accountabilities	Measures
Variations processed and approvals arranged	<ul style="list-style-type: none"> ○ In liaison with project team, timely identification of our claims for variations, ensuring they are justified, supported by appropriate documentation, and approved by Client. ○ Analyse works record sheets and, where required, incorporate into the variation processing regime. ○ Review any claims for variations from subcontractors, or suppliers evaluating their justification, and that method of presentation conforms to standard format.
Job Area: Project Management: Improvement Processes	
Key Accountabilities	Measures
Initiatives to improve site management performance and achieve (or better) results set out in the construction programme	<ul style="list-style-type: none"> ○ With relevant team members and contractors identifies, develops, and implements improvement initiatives e.g. improvement in construction methods, improvement on previous contracts. ○ Participate in project preview meeting to ensure learning's from previous projects are incorporated as appropriate. ○ Appropriate analysis of records, including financial records, for improvement.

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	<ul style="list-style-type: none"> ○ Sharing learning's with BOP Manager, peers and colleagues. ○ Participating in post-contract analysis and review to ensure learning's from project are documented and shared.
Job Area: People	
Key Accountabilities	Measures
Staff have the right skills and right attitudes to complete assigned tasks competently	<ul style="list-style-type: none"> ○ Ensures relevant parties have the necessary QS information (including drawings and specifications), to effectively and efficiently complete their work. ○ Ensures QS staff receive specific and timely training/on-the-job coaching to meet any necessary skill/knowledge requirements as required.
Contribute to effective team work culture	<ul style="list-style-type: none"> ○ Maintain high level of two-way communication with staff. ○ Active and positive participation in site meetings, particularly where information relating to project performance is being reviewed. ○ Timely and accurate communication of information (both regular formal reports and one-off) to all key stakeholders (e.g. main contractors, clients, consultants, subcontractors, staff and CBC management) that enables them to better do their work and contribute to the overall success of the project. ○ Establishes and maintains positive relationships with site personnel to become aware of "what's happening" and be better able to take pro-active steps to deal with problems before there is escalation and/or delays.
Contribute to success of the project	<ul style="list-style-type: none"> ○ Keeping up to date with new construction materials, technologies, methods, rules and regulations and sharing this knowledge as appropriate. ○ Active participation with PM and BOP Manager in the effective management of the project, including regular scheduled meetings with BOP Manager and PM. ○ Active and positive consultation with Client/Consultants. ○ Maintains accurate and up to date contact list of project participants, and distributes/posts this as appropriate.
When requested, assisting project team to complete work	<ul style="list-style-type: none"> ○ Liaising with Project Manager regarding project progress, and helping where requested, and where it is appropriate.
Job Area: Policy, Procedures and Practices	
Key Accountabilities	Measures
Company documented policies and procedures, relevant legislation, and 'best practice' are complied with	<ul style="list-style-type: none"> ○ Timely and competent estimating through compliance with Company procedures and best practice. ○ Follows company systems, policies and procedures. ○ Recommending improvements to existing procedures/systems following through with formal approval and documentation. ○ Assisting, as requested, with the upgrading and development of the company Information systems.
Comply with company Operations Manual (or similar) for company required information	<ul style="list-style-type: none"> ○ Timely and accurate returns.

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Positive promotion of Health, Safety, and Environment	<ul style="list-style-type: none"> ○ Maintains relevant, current working knowledge of Health and Safety, including Site Safe qualification (or equivalent). ○ Monitors site and work environment, taking appropriate, positive action in response to any safety concerns/issues. ○ Takes appropriate action and reports unsafe situations and practices as necessary.
Job Area: Non-Core	
Key Accountabilities	Measures
Supporting Team and overall Company performance	<ul style="list-style-type: none"> ○ When requested, assists other Team members/other parts of the Company by carrying out other duties, within areas of competence, to meet short term key priorities.

Section C: Authorities

The SQS has the authority to:

- Prepare for BOP Manager final approval the suppliers and subcontractor's progress claims and final accounts for payment
- To initiate provisional negotiations with prospective subcontractors and discuss costs as pre-requisite documentation for final approval by the BOP Manager/Director.