



THINK OUTSIDE THE BLOCKS

Role Description

Job Title:	Quantity Surveyor
Reports To:	Senior Quantity Surveyor
Accountable To:	Contract Managers, Directors

Main Objectives:

1. To control all aspects of cost and monitoring all commercial aspects of a project compared to sale and target budgets, from pre-tender enquiries through to final accounts for both sub-contractors and Watson Homes. To prepare monthly valuations and submit to our clients.

Key Responsibilities:

1. Maintain all cost control procedures and work in compliance with Watson Homes policies and procedures.
2. Be responsible for all relevant reporting as required. Have a sound knowledge of latest regulations and new home warranty provider standards.
3. Be responsible for cost control procedures and for managing and controlling the budget and valuations as well as always keeping up to date the estimated final costs, and having the ability to show absolute CVR.
4. Liaising with management to prepare target build budgets.
5. Contribute to value engineering of developments and manage any cost overruns in accordance with any contingency levels set.
6. Complete accurate costing for each aspect of the project.
7. Analyse and report on costs and cash flow in conjunction with Finance teams.
8. Prepare Trade Specifications for each tender package and obtain approval for this with the Senior Quantity Surveyor and the project Contract Manager. Prepare tender packs using Management System and in accordance with company procedures.



THINK OUTSIDE THE BLOCKS

9. Carry out detailed tender analysis of tenders received and compile agreement to trade specifications. Provide tender analysis to relevant people for approval of proposed sub-contractor prior to placing of orders.
10. Liaise with Project Planner / Scheduler to ensure that orders are placed in a timely manner and well in advance of trades being required on site. Provide commercial and contractual support to Contract Managers and Site Teams in managing sub-contractors that fall behind programme.
11. Process sub-contract orders, payments and variations using Excel and COINS in line with Watson Homes procedures.
12. Maintain payment record sheets and keep up to date following completion of weekly or monthly payment run.
13. Agree and settle final accounts with sub-contractors in a timely manner post completion of works on site.
14. Attend pre-start meetings and ensure that all relevant sub-contract paperwork and signed trade specifications are uploaded to DMS prior to start on site of the sub-contractor.
15. Evaluate and agree, in conjunction with the Senior QS, variations and instructions whilst always considering budget implications, and ensure that approval is obtained prior to agreement of variations.
16. Liaise with site teams and sub-contractors to maximise productivity and reduce non productive costs.
17. Undertake regular site visits to monitor progress and provide support to site teams in managing sub-contractors and progress.
18. Attend all project and team meetings as required, and present the commercial position of the project during internal meetings.
19. Collate pre-qualification questionnaires for sub-contractors and liaise with Quality and Health & Safety to obtain approval.
20. Prepare monthly valuations and submit to the client Employer Agent for approval, work through queries from the client and once certified issue the invoice for works certified in a timely manner so as not to delay payments.



THINK OUTSIDE THE BLOCKS

21. Identify and present to management opportunities for client variations and where instructed offer costings for variations to clients for instruction.
22. Undertake contract administration of the Main Contract including preparing and evidencing any extensions of time claims.
23. Manage release of project retentions inline with main contract requirements.

To be considered for this role you should have:

- Qualified to a HND (or higher) with a valid CSCS card
- Have a full understanding of current market conditions and rates
- Must be able to control cost to complete on all trades and on all provisions to ensure live cost certainty
- Highly numerate with excellent attention to detail, able to gather, interpret and present data to facilitate preparation of budgets and subsequent valuations
- Methodical, conscientious and organised, works to deliver high standards
- Strong IT skills, working knowledge of computer systems within the commercial environment and in particular COINS
- Articulate, clear and credible, and able to thrive under pressure in a fast-paced environment
- Able to contribute towards the resolution of disputes, problems and cost issues
- Able to work on own initiative, with the drive to take ownership of projects
- Strong communication skills, the ability to build effective working relationships both internally and externally
- Wide experience in the discipline within the house building industry
- Strong communication skills, the ability to build effective working relationships both internally and externally
- Strong knowledge of Building Regulations, Warranty Provider and Health and Safety requirements etc.
- Team player, and supportive of colleagues

These are illustrative duties outlining the typical requirements of the post holder. The post holder is not limited to the duties outlined above and is expected to become involved in a range of work to allow the company to respond effectively to its requirements.