



ROLE PROFILE

Job title	Senior Quantity Surveyor	Reference ID: W103OU8
Location	South West	
Reporting to	Commercial Manager	

PURPOSE STATEMENT

To proactively take full responsibility for all commercial issues across the projects under your control.

KEY ACCOUNTABILITIES

- Compile robust enquiries and analyse quotations / tenders for review with the team and produce Sub Contract orders for Sub-contractors.
- Analyse all possible opportunities to improve procurement arrangements to effect contract savings
- Submission of monthly applications for payment ensuring that they are maximised whilst being realistic and made on time.
- Ensure all variations are realised, produced, claimed and agreed (in writing) – ensure that no extra works take place without a written instruction in line with the requirements of the terms and conditions of contract.
- Attend to and action all contractual issues with the client in agreement with the Commercial Manager.
- Resolve contractual issues with supply chain wherever possible.
- Ensure that all cash is collected on time.
- Produce CRS reports monthly on time without exception taking ownership for the GAP between tendered and required margins – ensure that the true position is reported at all times.
- Ensure the maintain all relevant records during the course of the Project.
- Management of Sub-Contract accounts through to completion including valuations, payments, variations, forecast final accounts and contractual correspondence.
- Attend regular meetings with client to ensure account agreement is progressed.
- Attend monthly accounts meetings with the Commercial Manager.
- Ensure extensions of time are properly claimed in accordance with the Contract terms (with the support of the Commercial Manager).
- Production of claims for loss and expense, acceleration etc. (with the support of the Commercial Manager).
- Production of final accounts for agreement with the Client.
- Ensure that retention release is applied for as soon as possible after the issue of practical completion and final completion of projects and ensure payment is released.
- Ensure that contemporaneous files are kept allowing other members of the team the ability to access all information necessary for the justification of additional costs etc.



Excellence



Relationships



Teamwork



Pride

DIMENSIONS

- Deliver all work outputs in an accurate and timely manner.
- Strong communicator nurturing good working relationships with both Clients and team.
- Represent the Company in a Professional Manner at all times.

TECHNICAL SKILLS / KNOWLEDGE

- Understanding of technical and measurement functions.
- Graduate calibre, must have a recognised qualification within Quantity Surveying.
- Must be from a Quantity Surveying background, with experience of contract terms and conditions review and risk mitigation.
- Ideally be a member of the Royal Institute of Chartered Surveyors (RICS).
- Clear understanding of business processes and procedures, able to identify effect in terms of information integrity and cost from the performance in all elements of these functions.
- A team player who uses the ability to identify faults or problems in a proactive and constructive way.
- Finds problems and then works with people to find the solution and implement the changes needed.
- Understands and is driven by 'ownership', 'detail' and 'completion deadlines'.
- Good knowledge of construction contracts & contract law.

PERSON SPECIFICATION

- Tough when needed, with the ability to achieve results by working with supporting and developing people.

Lorne Stewart Plc is an equal opportunities employer.

Closing date: 31 August 2021

If you are interested, please email your CV with the following reference number **W103OU8** to recruitment@lornestewart.co.uk