

|  |  |
| --- | --- |
| **Post Title:** | Senior Quantity Surveyor |
| **Department:** | Quantity Surveying |
| **Responsible to:** | Principal Quantity Surveyor |

**Job Purpose:**

As part of our Quantity Surveying team the postholder will:

* Utilise best practice tools and processes to support project delivery in Quantity Surveying.
* Manage projects through the entire project lifecycle.
* Demonstrate Local Authority/Public Sector Experience.
* Prepare estimates, cost plans and tender documentation using various forms of measurement and contracts.
* Be proficient in measurement for Schedule of Works and Bills of Quantities production.

**Job Context :**

This post is based within our Quantity Surveying team and is an opportunity to work alongside an experienced team of Quantity Surveyors to deliver cost effective, focused, and innovative solutions ensuring Clients interests are protected from start to finish and the best results are achieved from the market.

As a Senior member of the Quantity Surveying Team, the Senior Quantity Surveyor will be engaged in supporting the team with the commercial management of our business, with multiple projects on site at any one time.

* Offer pricing variations throughout the duration of the contract and provide cost advice.
* Attend site meetings and provide input and support to the project.
* Price and prepare monthly financial cost reports and cashflow forecasts throughout the period of a contract.
* Agree re-measurement of quantities with contractors and prepare and agree final accounts and claims.  Prepare final accounts for clients that are suitable for audit.
* Prepare and provide analysis of statistical cost information to monitor trends in the Building Industry and assisting with cost planning future projects.
* Administer and provide advice on contracts, typically the JCT and NEC forms of contract.
* Provide assistance to other disciplines within the company as part of a multi-disciplinary team.
* Value Engineering services.

**Personal Specifications:**

* Degree educated in Quantity Surveying or other relevant qualification with post degree experience to work at a senior level.
* Professional Qualification: RICS Qualified MRICS Chartered Quantity Surveyor or equivalent or working towards.
* Working knowledge of applicable industry standard forms of contract, typically JCT and NEC.
* Pre and post contract knowledge.
* Experience of cost forecasting and reporting, cost control, cost risk management, advising on procurement options, procurement documentation preparation, contract documentation preparation, contract administration and contract documentation.
* Experience of working in the education, health and housing.
* Good general commercial awareness.
* Good team player.
* Able to act on own initiative.
* Willingness to travel/Full clean UK driving licence.
* Good command and communication of oral and written English