

Job Description



Job Title	Quantity Surveyor
Department	Energy Services
Location	Brentwood
Reporting to	Managing Surveyor
Line Manager to	Assistant Quantity Surveyor
Key Relationships	General Manager, Managing Surveyor, Contracts Manager, Site Manager, Project Surveyor, Operations Manager, Clients, Suppliers/Supply Chain

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Lakehouse. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice. The post-holder will be expected to participate in developing Lakehouse Quality Standards.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Purpose of the Role/Role Overview:

Control and financial management of simultaneous contracts, including ensuring costs are kept to a minimum, value recovery is maximised, and the company is not exposed to undue financial risk, whilst ensuring all works are to the Client's requirements and in line with the company procedures.

General Duties/Key Responsibilities:

Control financial aspects of the contract including:

- Liaise and work closely with the projects Contracts Manager and Site Manager on all aspects of the project
- Assist the Contracts Manager and Site Manager on legal and financial aspects to reduce the company's exposure to risk
- To audit the contract documents and bring any discrepancies to the attention of the Senior Contracts Manager/Contracts Manager
- Produce an accurate cash flow forecast based on the project programme and update as work proceeds
- Produce a detailed cost plan/buying schedule for each project
- To prepare detailed preliminaries expenditure schedule for discussion and agreement with the Contracts Manager and Site Manager
- To identify the most appropriate work packaged and sub-contractors and agree same with Contract and Site Management
- Ensure subcontract orders are placed in line with projects financial targets, the programme and/or procurement schedule. Ensure adequate quotations are available for comparison giving due regard to value and programme. Ensure a comprehensive analysis is undertaken on all quotations to take into account omissions and qualifications.
- Ensure all orders are issued in line with company procedures and include all relevant documents, dates, terms and conditions. Ensure in liaison with the Contracts Manager and Site Manager that all technical matters are identified and addressed.



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- To Liaise with procurement manager to ensure that all sub-contractors appointed to the works have been assessed in accordance with the company's procedures
- Produce and issue valuations in accordance with the contract documents, including cost valuations reconciliation to the Accounts Manager within 7 days of the valuation date
- Produce and maintain an ongoing draft final account, and submit the same with each valuation to ensure the client is kept fully informed of their obligations
- Identify and properly value all variations to the contract, and seek to pre-cost and agree same with the client or their representative wherever possible
- Comprehensively assess sub-contractors accounts and produce sub contracts payment certificates in line with company terms and conditions
- Issue Pay Less Notices in good time against applications or invoices where appropriate to do so
- To agree sub-contractor accounts as early as possible and before Lakehouse Final Account, to ensure that all claims against the client are known
- Ensure subcontract final account settlements are received prior to their final payment being released

Report to the Managing Surveyor on financial and operational issued and appropriate

- Maintain good client and supply chain relationships and
 - Fully investigate any complaints received and escalate as appropriate in a timely manner
 - Report any complaints received from the client or client team to the Senior Contracts Manager along with any action taken
 - Discuss future work opportunities with clients

PERSON SPECIFICATION		
Job title:		
CRITERIA	E or D*	S or I**



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<p>KNOWLEDGE</p> <p>Computer literacy skills – Intermediate Excel, Word</p> <p>Knowledge of Standard Forms of Contracts</p> <p>Knowledge of Design and Build contracts and processes</p>	<p>E</p> <p>E</p> <p>D</p>	<p>S/I</p> <p>S/I</p> <p>S/I</p>
<p>SKILLS AND ABILITIES</p> <p>Good planner and able to assess own performance</p> <p>Be able to think clearly and analytically</p> <p>Excellent interpersonal and communication skills</p> <p>Self motivated</p> <p>Results orientated</p> <p>Positive outlook</p> <p>Be able to gather unbiased information</p> <p>Reliable</p> <p>Well presented and business-like</p> <p>Able to deal with difficult clients or customers</p> <p>Clear focus on customer satisfaction</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>EXPERIENCE</p> <p>Minimum 2 years experience in a Quantity Surveying role</p> <p>Ability to work independently and as part of a team</p> <p>Previous education experience in both new build and refurbishment contracts</p>	<p>D</p> <p>E</p> <p>D</p>	<p>S/I</p> <p>I</p> <p>S/I</p>
<p>QUALIFICATIONS</p> <p>CSCS Card (Gold or above)</p> <p>Asbestos Awareness</p> <p>NVQ 4 or higher qualification in Construction related course</p> <p>Membership of the RICS</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>
<p>*E = essential criteria D = desirable criteria **S = short listing criteria I = interview criteria</p>		