



## **Quantity Surveyor Reporting to Head of Planning & Performance**

### **Job Profile**

The Quantity Surveyor is a member of the Performance and Procurement Group and whose duties will include the provision of a professional quantity surveying service in a leading role on high value construction projects including new house building and refurbishment projects.

You will add value to the Team and have responsibility for the monitoring and maintenance of the financial progress/control of projects including the preparation of variation amounts, final accounts and contract claims on a wide range of projects. In addition, you will help grow and sustain the business by providing estimating or commercial narrative input on commercial tender submissions as required.

You will prepare all pre and post contract documentation on all allocated projects and will be responsible for tender documentation and prepare reports and cost analyses as required on projects under your control. You will carry out all post contract duties of site re measurement periodic valuations, financial statements, final accounts, etc.

You will provide highest possible degree of accuracy at all times and be thoroughly conversant and knowledgeable on Methods of Measurement, Conditions of Contract, building materials and construction methods. You will liaise with external consultants as required and work in a manner that works towards ensuring a positive outcome for City Building.

### **Personal Profile**

You will already have a broad knowledge of all aspects of Quantity Surveying, Estimating and Project Management as well as excellent interpersonal and communication skills. You will be knowledgeable and credible in the construction arena and will represent the interests of the business at all times. You should have a relevant qualification in Quantity Surveying and have extensive experience in the construction industry and in particular within the refurbishment and new build housing sector.

You will be fully aware of up-to-date issues within the construction industry such as sustainable construction, the use of Modern Methods of Construction (MMC) and whole life costing and also evaluate, and implement where cost effective, new and innovative advances in technology. Knowledge of working with Schedule of Rates type contracts would be desirable.

You will ideally have had experience of a commercial environment and a proven track record of successful project management and meeting tender and final account deadlines is essential. You will hold a driving licence and should bring a flexible approach to this role.

### **Conditions**

Your contracted hours of work will be 36 per week to be worked to suit the needs of the business. You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health, Safety and Welfare legislation.