PERFORMANCE RELATED JOB DESCRIPTION

Job Title	:	Quantity Surveyor
Employee Name	:	
Reports to	:	Senior Quantity Surveyor
Date	:	1st January 2019

Purpose:

To achieve the agreed profit, contractual position and cash flow on each project.

Maintain standards and strive for greater client satisfaction.

Function:

- To agree a clear achievable budget for each project that delivers a profitable outcome and takes due consideration of:
  - Safe working on site
  - Supply chain
  - Lean programme
  - Positive cash flow
  - Project KPI's
- Ensure applications and certification is carried out in a timely manner with due consideration to fair payment
- Ensure the Companies contractual position is safe at all times
- Monitor and control all costs, facilitate the delivery of successful construction projects to meet the agreed criteria of safety, time, budget, quality and the environment

Roles & Responsibilities:

Mobilisation Phase

- Prepare budgets for each project by work packages and cash flow forecast
- Brief the Woodhead team on the financial strategy to achieve the required profit
- Identify opportunities for cost savings and profit improvement
- Let work packages to achieve agreed KPI's and 'Best Value'

Construction Phase

- Check all contract documentation and drawings as they are issued. Report any discrepancies
- Value work at agreed dates, apply for and issue relevant payment certificates including sub contractors
- Manage all financial aspects of the project including carrying out cost value reconciliations and reporting to the team and senior management any changes from agreed %
- Report to client's representative, through the Senior Quantity Surveyor or Head of Commercial, any financial implications of any changes attributable to the client and predicted final account
- Report, at least monthly, the financial status of the project to the team and Senior Management at least monthly
- Complete the final account and obtain agreement at the earliest opportunity

Close Down Phase

- Report on the performance of Sub Contractors and Suppliers
- Prepare files for archiving

General

- Demonstrate good team work
- Demonstrate commitment to the team, the job and the client
- Demonstrate effective communication across the business

Education & Experience	Level / Discipline	Essential / Desirable	Comments
CSCS Card	Gold/Supervisor	Essential	
Microsoft NAV Dynamic	Intermediate	Desirable	
NEC / JCT Contracts	Intermediate	Essential	
Quantity Surveying	Experienced	Essential	

Key Competencies	Essential / Desirable	Comments
Time Management	Essential	
I.T Skills	Essential	
Attention to Detail	Essential	
Communication Skills	Essential	
Organisational and Planning Skills	Essential	
Negotiating Skills	Essential	
Construction Knowledge	Essential	

Key Performance Indicators – How to prove that you are doing your job properly	
Outputs	**Indicators**
Cash Flow	Monthly Reports
Valuations	On time Certification
Final Accounts	Agreement within 6 weeks of practical completion
Financial Statements and Reports	Monthly Commercial Reports
Job Closedown	Signed off by Head of Commercial

PLAN MANAGE MONITOR

NB Evidence of completing your Roles and Responsibilities must be produced at every review.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed and amended as necessary; quarterly with your line manager and annually by the HR Department to ensure they reflect the needs of the job and the needs of the company.

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