

## JOB DESCRIPTION

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| <b>NAME</b>       |                     |
| <b>JOB TITLE</b>  | Quantity Surveyor   |
| <b>DEPARTMENT</b> | Deeley Construction |
| <b>GRADE</b>      | Monthly Staff       |
| <b>REPORTS TO</b> | Commercial Manager  |

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| <b>FIRM DESCRIPTION</b> | A highly respected and profitable independent property and construction Group of Companies, incl. Deeley Construction, Deeley Properties, Deeley Homes etc. |
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| <b>ROLE DESCRIPTION</b>                        | To assist and deliver quantity surveying services within Deeley Construction and meet the core requirement i.e. to work as part of the project team to ensure the financial elements of a construction project, procurement, valuations and variations are properly accounted for and to ensure that the predicted profit is achieved  |
| <b>KEY RESPONSIBILITIES / ACCOUNTABILITIES</b> | <p>General Responsibilities</p> <ol style="list-style-type: none"> <li>1. To provide managers information to enable them to monitor progress of projects preparing periodic financial reports and forecasts, highlighting issues which might impact on profitability and service quality.</li> <li>2. Operate defined systems and procedures to ensure the efficient and effective estimating services comply with best practice and QA procedures.</li> <li>3. Keep up to date with any developments in surveying systems, software and equipment, taking a personal responsibility for self development.</li> <li>4. Promote and build good working relationships with all parts of the company, providing advice and assistance to all staff on any aspect of the estimating function, processes and procedures</li> <li>5. Proactively provide support to Deeley Construction, undertaking any other duties as identified by the Directors/Senior Managers</li> </ol> <p>Surveying Role</p> <ol style="list-style-type: none"> <li>1. Upon project award review estimator's BQs and Prelims, prepare any necessary documentation and attend project launch meetings advising on that documentation, client expectations, risks etc.</li> <li>2. Carry out any necessary post tender negotiation. Dealing with budget issues, changes, re-pricing etc</li> <li>3. Prepare subcontract agreements and procure sub-contract packages; sending drawings, specification and blank BQ for completion.</li> <li>4. Review sub contractors quotations, complete tender analysis of all subcontractors for sign off by Contracts Manager, Construction Director &amp; Managing Director.</li> <li>5. Attend pre-start meetings with prospective sub contractors, checking their company status, VAT registration, take references and inspect example(s) of past work.</li> <li>6. Prepare procurement schedules taking due note of the programme ensuring that the critical path and the impact of longer lead times etc are addressed appropriately.</li> <li>7. Attend regular meetings with client and consultants as required working as part of the project team to ensure contractual matters and procedures are correctly dealt with.</li> <li>8. Endeavour to minimise the extent of variation with sub contractors and</li> </ol> |

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|  | <p>ensure that if there is a written variation, the valuation of the variation is clearly accepted by the client in writing.</p> <p>9. Manage sub-contractors ensuring that interim payments reflect work that has been completed and that costs incurred are within budget. Prepare documentation and agree interim valuations and final accounts with the client's representative.</p> <p>10. Prepare payments to sub-contractors to reflect agreed interim and final account applications.</p> <p>11. Liaise with site management, accounts and other members of the project team to obtain information as required and keep interested parties appropriately informed.</p> <p>Miscellaneous</p> <p>1. Promotion of the company to clients and other professionals in a positive manner in order to assist in the procurement of further work opportunities</p> |
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## PERSON SPECIFICATION

|  | ESSENTIAL   | DESIRED   |
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| <b>THE CANDIDATE</b>                         | The job holder will have a high level of energy, drive combined with a strong customer service skills to ensure a quality estimating service which supports the management of construction projects.  |   |
| <b>SKILLS, QUALIFICATIONS AND EXPERIENCE</b> | <p>HNC / BSc Construction Mgt /Quantity Surveying</p> <p>At least 3 years' experience of :</p> <ul style="list-style-type: none"> <li>• Surveying in a commercial contracting environment</li> <li>• Analysing drawings, data etc</li> <li>• Excellent IT skills; Microsoft Office – Outlook, Word, Excel</li> </ul>  | Qualified RICS / CIOB   |
| <b>PERSONAL ATTRIBUTES</b>                   | <p>Excellent communication skills both written and oral.</p> <p>Good organising skills with strong attention to detail, ensuring that tasks are completed accurately, efficiently and consistently meet high standards and deadlines.</p> <p>Ability to develop relationships both within the business and externally with clients, contacts, etc demonstrating tact, discretion and confidentiality as required.</p> | Ability to clearly explain financial implications of decisions to senior managers, consultants, or clients to ensure that they have a level of understanding that enables good decisions to be taken. |

## EQUAL OPPORTUNITIES EMPLOYMENT STATEMENT.

It is the Deeley Group's policy to provide equal opportunities for all employees in relation to recruitment, training and promotion. Decisions in these areas will be made only by reference to the requirements of the job and shall not be influenced by any consideration of ethnic origin, religion, sex, age, sexual orientation or disability.