

# Quantity Surveyor

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**Reporting to:** Divisional Business Manager

**Role Band:** 4

**Responsible for:** Commercial performance of projects to achieve optimum recovery and cash flow. Effective and fair management of Suppliers and Sub-contractors.

**Main role:** To manage the commercial delivery of all assigned projects and report financial results in a responsible manner to meet the needs of the business while developing client relationships.

## Key responsibilities:

### People:

- Client Management – create and maintain open communication with the client and assist the Divisional Business Manager with client related commercial issues
- Manage the client's forecast cost to complete giving consideration to their project budget and the completion date
- Treat all clients fairly and reasonably
- Understand the requirements of all the Stakeholders affected by the project including but not limited to statutory authorities and regulators
- Ability to help the client achieve their aim on all projects while ensuring the project is commercially viable for Land & Water Services
- Show respect to all employees of the Land & Water Group, our clients and all stakeholders including when dealing with members of the public

### Planet:

- Promote the ethos and image of Land and Water Services
- Ensure all environmental legislation is followed
- Carryout works with a minimal impact to the environment
- Consider environmental impact and sustainability during procurement decisions
- Ensure that all waste material generated is disposed of in accordance with the SWMP and Waste Management Licensing Regulations, or that a suitable exemption is in place.

- Ensure the correct waste transfer tickets are used and a record of all waste movements is kept.
- Understand and enforce the environmental security of projects and sites

#### **Profit:**

- Produce contract Budgets, Costs to Complete and Cash Flow Forecasts to enable real time decisions to be made for the commercial benefit of LAWS and the client
- Manage the assets of the business efficiently
- Understand the contract programme in terms of critical path, Contractors float, Key dates, Completion date & Planned Completion as required by the contract
- Manage the procurement of Sub-contractors in a timely manner with competitive tenders wherever possible
- Ability to assist the site manager produce a procurement schedule with lead in times to provide central buying opportunity to obtain best prices
- Ensure all contracts are cash positive for the benefit of the Group
- Recognise and notify Compensation Events or Variations in line with contract conditions and have the ability to price the same
- Accurately record the current commercial position of a contract on the Cost Value Reconciliation form to accounting deadlines
- Submission of all Payment Notices (or Applications for Payment) in line with our contracted terms and achieve the maximum possible certified value with the clients representative to maintain a positive cash flow
- Payment certificates to be collected from the client and managed through the payment cycle until the cash is in the bank
- Submit Payment certificates and issue Pay Less Notifications to Sub-contractors in line with their contracted terms and current legislation

#### **Behavioural:**

- **Passion & Excellence:** - pursue a can do attitude; being proactive and owning your work. Challenge the status quo and love what you do
- **Respect** – be aware of your impact on others; value openness and carefully listen to the review of others. Respect your colleagues, self and environment. Look after the tools of your trade.
- **Collaboration** – work together to achieve a common goal
- **Empathy** – demonstrate a caring approach to your colleagues, customers and self
- **Honesty & Integrity** – when something goes wrong – own it! Learn from mistakes and avoid it happening again.