

## Job Description

**PER-34**

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**Company Name:** VolkerFitzpatrick Ltd

**Business Unit:** ALL

**Contract No & Name:**

<b>Role:</b>	Senior Quantity Surveyor	<b>Reports to (Business):</b>	Managing Surveyor or Commercial Manager
<b>Location:</b>	Project Based	<b>Reports to (Function):</b>	Managing Surveyor or Commercial Manager
		<b>Current Job Holder:</b>	

### Overall Role Purpose:

Reporting to the Project Manager on site, the Senior Surveyor is responsible for all commercial and contractual matters on the site allocated to them and should be able to effectively manage surveyors and or assistant surveyors to successfully deliver that project. On larger more intricate projects may be required to carry out the same tasks for a section or sections of the works reporting to a Managing Quantity Surveyor or Commercial Manager.

### Key Accountabilities:

(describe the key tasks and responsibilities the job-holder has on an on-going basis)

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#### 1. GENERAL:

- Ensuring there is effective cost management of the project through regular and accurate forecasting and cost/value reporting.
- Lead and manage the procurement process to maximise profit and ensure subcontract orders are placed on time and in accordance with the company policy. (including references taken, suitable levels of HSEQ etc)
- Monitor and maximise cash flow.
- Support, advise, develop and train all members of the site team on commercial matters.
- Mentor and develop the surveyors within the specific project team.
- Be aware of the contractual requirements of the project, advise the site team on key requirements and ensure that all notices and other matters are actioned accordingly to protect VFL's contractual position (Main, Sub-Contracts and consultancy agreements)
- Act and ensure others are acting in VFL's best commercial interests at all times.
- To act professionally at all times and promote the company's best standards and practices
- Monitor and chase Main Contract payments

#### 2. TENDER:

- Review and commercially assess the Main Contract conditions and advise on risk and scope areas
- Review and commercially assess sub-contract packages for incorporation into the main tender when required.
- Review tender information for VE opportunities
- Assist the Bid team as required.
- Assist and review as required by senior management.
- Tender input as required

#### 3. PRE-CONSTRUCTION:

- Produce a Procurement Schedule in close conjunction with the Project Manager

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- Ensure that all aspects of the project are understood and make effective use of the tender handover.
- Understand and be aware of the tender book allowances, risk and scopes.
- Establish the first profit and loss forecast.

#### 4. CONSTRUCTION:

##### **The Project team:**

- Ensure staff are aware of their roles and responsibilities with particular reference to VolkerFitzpatrick's commercial interests.
- Ensure staff are aware of their role within the project team
- Help to maximise staff morale
- Developing and mentoring junior members of staff
- Ensure effective and appropriate communication between all members of staff.
- Attend regular internal meetings held and ensure actions are closed out quickly.

##### **Subcontract management:**

- Ensure subcontractors are procured in accordance with the commercial policy
- Ensure that sub-contractor scope of works are clearly defined and that all appropriate information is contained within the sub-contract documentation.
- Ensure that high quality subcontracts are written so that they are inclusive of their responsibilities in terms of quality, programme, health, safety, environmental etc.
- Ensure the accurate measurement of the subcontractors works
- Review and collate records of subcontractors work and investigate the legitimacy of any account records provided by the subcontractor
- Ensure all contractual notices are issued in accordance with the sub-contract and the Local Democracy, Economic Development and Construction Act 2009 (LDEDCA).
- Ensure subcontracts are appraisals are carried out in a timely fashion and information is shared within the company.
- Ensure that subcontract payment made are done on the basis that the work has been carried out in accordance with the contract and to the correct quality
- Compile accurate subcontractor liabilities, accruals, and ensure these are up to date and considered in the forecast updates.
- Monitor and ensure subcontract attendances are provided in line with the subcontract and that any potential contra-charges are recorded and recovered

##### **Procurement:**

- Produce with the Project Manager, the subcontract and material procurement schedules
- Ensure that the progress of procurement is optimised to ensure programme is maintained and buying opportunities are maximised
- Be accountable for the alignment of Sub Contract and procurement information in accordance with programme.
- Ensure that sub-letting complies with the commercial policy.
- Provide comprehensive feedback to the buying team at all stages of the project, to ensure attendances; gaps; and issues are addressed promptly

##### **Client:**

- Ensure that the client aspirations are understood, met and exceeded
- Ensure consultant relationships are professional and productive
- Ensure that all staff adhere with the above
- Administering client instructions / directions in a timely manner and as required by the contract
- Agree formats for reporting and valuations with the PQS
- Advising all members of the team of our contractual requirements.
- Maintaining VolkerFitzpatrick Ltd's commercial interests whilst also maintaining professional relations with the Client.
- Ensure that the Client's expectations are well managed
- Provide the client with cash flow and final account forecasts updated monthly.
- Make sure that before we do any additional works, the correct variation has been received. No instruction – no work

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**Commercial:**

- Ensure accurate records of site activities undertaken and events are maintained and collated for easy reference
- Ensure that the commercial team comply with the company commercial policy
- Ensure that monthly valuations are produced on time
- Ensure that the monthly commercial reports are produced on time
- Ensure cost to date reports are properly analysed, are accurate, and are considered in the general commercial reporting
- Commercial reports to be provided in detail with all back up produced in accordance with VolkerFitzpatrick Ltd's Commercial policy.
- Ensure subcontract payments are based on accurate valuation and are made on time
- Maximise revenue opportunities
- Identify and Manage scope and risks on an ongoing basis
- Minimise waste
- Be accountable for giving direction to his site team as to the overall contractual planning strategy of the project and maintaining throughout the duration..
- Be accountable for the management of the commercial involvement and understanding of the programme at summary level.
- Be accountable for the active commercial involvement in contractual programming issues.
- Be accountable for the development of programme awareness of his site team. Produce, monitor, chase and complete Warranty, PCG & Bond Tracking Schedules for consultants, main contract and sub contract

**Consultants (Traditional Contracts)**

- Ensure that consultants are aware of their responsibilities in terms of quality and timing of information.
- Ensure where the consultants default on their responsibilities appropriate notices are raised.
- Ensure procedures are administered in terms of compliance
- Ensure that the consultants are aware of the contractor's programme requirements.

**Consultants (Design and Build):**

- Ensure consultants are procured in accordance with the company commercial policy and the latest VolkerFitzpatrick Ltd Consultancy Agreement.
- Ensure the consultants take into account VolkerFitzpatrick Ltd's commercial interests.
- Ensure VolkerFitzpatrick Ltd's operational team responsible for design take into account VolkerFitzpatrick Ltd's commercial interests.
- Ensure that consultants are aware of their responsibilities in terms of quality and timing of information.
- Ensure that the appropriate resources are available for the programme requirements
- Ensure procedures are administered in terms of compliance
- Attend design team meetings regularly
- Ensure that feedback is given to consultants, making sure they are aware of any instances where their action or inaction has had cost or time implications

**Health and safety, environment and quality:**

- Assist the Project Manager in ensuring that the project complies with the company HSEQ policy
- Act upon any infringements to the company's HSEQ policy observed.
- Ensure that all sub-contractor's contractual requirements are in line with VolkerFitzpatrick Ltd's HSEQ policy and that they are
- Remember that all staff are responsible for health and safety

**Workspace:**

- Ensure workspace is administered in accordance with company policy

**5. POST CONSTRUCTION:**

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- Ensure post contract review is completed and actioned
- Ensure the Main Contract is resolved in a timely manner and that all contractual formalities associated with this are completed.
- Ensure all sub-contracts are settled in a timely manner and that final account statements are signed by all sub-contractors
- Ensure all archiving is carried out in accordance with VolkerFitzpatrick Ltd's commercial policies.
- In conjunction with the Project Manager ensure all defects after PC are completed by the sub-contractor responsible in reasonable time and issue relevant notices to those contractors that default on such responsibilities.
- Apply for, invoice and chase payment of retention from the Client
- Remain responsible for the project until the making good defects certificate is issued

### 6. OTHER :

- Being aware of and actioning any potential business development opportunities
- Ensure archiving is carried out in accordance with company policy
- Support and develop the site team in their general commercial awareness
- Promote equal opportunity, inclusion and diversity in recognition of the differences that exist between all peoples' irrespective of race, colour, religion, nationality, ethnic origin, sexual orientation, gender including transgender, age, disability, marital status including civil partnerships or part-time status

### Interfaces:

Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this.

Internal Contacts	External Contacts
Directors and Senior Managers	Clients
Contracts Managers	Professionals/Design Consultants
Site Management and Personnel	Suppliers
Administration Support Team	Subcontractors

### Delegated Authority:

(the decisions that the role holder is allowed to make)

None

### Limits of Financial Authority:

None

## Career Path Information

### Required Qualifications / Expertise:

Essential:

- An accredited course by the Royal Institution of Chartered Surveyors (RICS), the Chartered Institute of Building (CIOB) or the Chartered Institution of Civil Engineering Surveyors (ICES).
- Alternatively, a degree with some numerical or technical is advantageous. Relevant HND subjects include building/construction, urban and land studies, civil engineering and structural engineering.
- Adequate experience as an Assistant QS/QS.

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Desirable:

- A degree in QS and relevant experience obtained.

### Key Competencies Required for this Career Level

Technical	Behavioural
Good communicator	'Can do' Attitude
Team Leader	Able to work under pressure
Business Awareness	Self-motivated
Knowledge and understanding of construction management, construction and sustainable construction techniques	Proactive
	Effective use of Initiative

### SAFETY RESPONSIBILITY STATEMENT:-

- Take responsibility for my own safety, and the safety of others who may be affected by my actions or non-actions
- Report any concerns regarding any aspect of health and safety to my line manager.
- Wear, check and ensure that any PPE provided is used as instructed and kept in a good clean condition and any defects reported to my line manager
- Take appropriate action to remove, if competent to do so or report any hazards identified in the workplace to my line manager
- Report all accidents, incidents & close calls to my line manager
- Carry out my duties in a safe manner and in accordance with any information, instruction and/or training I have been given.
- Use any work equipment in a safe manner, for the purpose for which it is designed and in accordance with any written procedure, operating instruction or manufacturer's handbook and report all defects to work equipment to my line manager
- Use any chemicals or substances in a safe manner and in accordance with the COSHH assessment, manufacturers' instructions and any information, instruction and/or training I have been given.
- Not damage or misuse any item provided for safety.
- Comply with all company and site rules relating to Health & Safety

**Please note: This Job Description is not exhaustive and staff will be required to undertake duties other than those listed:**

Agreed copy \_\_\_\_\_  
**Signature**                      **Name**                      **Date**

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