

JOB DESCRIPTION

Job Title:	Chief Quantity Surveyor
Reports to:	Divisional Head of Commercial
Accountable to:	Divisional Head of Commercial
Job Purpose:	Control of costs and monitoring all commercial aspects of a development from pre-tender enquires through to Subcontractor Final Accounts.

Responsible For:

Staff: Quantity Surveyors
***As appropriate – Assistant Quantity Surveyor(s)
Commercial Clerk(s)***

Scope: The Surveying Department in an Homes Division is responsible for monitoring and controlling expenditure on all the company's developments by controlling the "cost of sales", as well as ensuring that all Group Commercial policies and procedures are adhered to within the company.

The job holder is responsible for assisting the Head of Commercial in maintaining Departmental structure to achieve Company and Departmental objectives; and for ensuring best practice and working closely with the Head of Commercial.

Key Responsibilities

1. Procurement

- Assist Quantity Surveyor in preparation of subcontract enquiry list for approval by Head of Commercial and Head of Construction.
- Prepare budgets for the pre-tendering process for both the QS and the Buyer.
- Analyse groundwork's tenders with QS.
- Ensure that QS and Buyer are achieving the full potential of the tenders.
- Vet all subcontract orders with QS prior to authorising orders.
- Authorise subcontract orders.
- In conjunction with Purchasing Department input into the preparation of Bills of Quantities for non-standard designs

2. Post Tender

- Create price sets to enable QS's to make payments.
- Check payments with QS prior to authorisation.
- Create house bills from price sets going through with both QS and Buyer.
- Prepare and evaluate site works budgets.
- Prepare full site budget and present to the Head of Commercial.
- Assemble draft budget estimate for review with the Head of Commercial.
- Liase with QS's with regards to payment times/runs.

3. Valuations

- Initiate accrual cycle.
- Ensure QS's meet pre-valuation deadlines.
- Agree with QS timetable to complete valuations and monitor progress throughout the agreed valuation period.
- Prepare accounts for all the sundry and CTC sites.

- Analyse and investigate valuations presented by the QS.
- Prepare summary of monthly valuation results and go through with the Head of Commercial.
- Agree final results with Commercial Manager and prepare valuation board pack for Group Commercial.
- Prepare quarterly preliminary updates for the developments.
- Prepare site progress accumulative figures for Financial Controller.
- Prepare contract performance reports for Managing Regional Director and go through results.

4. Staff

- Ensure the right calibre of staff are recruited; and in accordance with company policy and procedures.
- Lead, motivate, communicate with, develop, appraise and performance manage staff to ensure staff are fully motivated to achieve best performance to meet the company's needs.
- Ensure the Department runs in accordance with Company Policies and Procedures
- Ensure compliance with the Group's Health, Safety and Environment Policy within the functions.
- Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.

5. Other

- Attend weekly Build and Sales meeting and report on any issues that may arise.
- Liase with Contract Manager's with regards to any preliminary issues or any re-occurring subcontractor problems.
- Visit sites with both QS and Contract Manager's and establish 'their problems' and provide assistance and support to site staff. Attend monthly site meetings and present the Commercial report with QS.
- Liase with Technical Department with regards to company information systems set-up for new sites.
- Liase with Sales Director with regards to Bonus 2 and Customer Extra queries.
- Where applicable provide information and knowledge with regards to any new land appraisal.
- Preparation of regional price sets / house bills.
- As 'deputy' to the Head of Commercial play active part in general management and direction of the Department.

Working Relationships:

Effective working relationships are an essential part of daily working life.
The focus in this role is both:-

Internal: Colleagues within Operating Division; and

External: Sub-Contractors, Consultants, Local Authorities

Decision Making Authority: Limited to £250k authority, although issues must be discussed with the Head of Commercial.

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.