

Job Description



Job

Quantity Surveyor

Role Summary

Reporting directly to the Commercial Manager, the Quantity Surveyor will be responsible for the full commercial management of a number of housing projects from conception to completion. They will be required to manage all aspects of subcontractor relationships within the commercial department to ensure cost effective delivery of the business plan, maximising profit and value. The successful candidate will be a focal point in communication between head office and all suppliers, subcontractors, merchants, and Genesis Homes site staff.

Key Accountabilities

Identify and assess trade and contractor requirements for successful completion of viabilities and site completion

- Support and assist the Commercial Manager with land viability process through measuring and quantifying drawings and maintaining records
- Secure best rates through comprehensive tender lists and analyse tender returns
- Negotiate fixed price periods and less value than the detailed land viability estimates
- Gain approval of all sub-contractor tender lists prior to commencing tender process
- Implement and review robust tender documents, trade and addendum specifications
- Conduct detailed tender analysis per sub-contractor to enable comparison against budget
- Evaluate tender returns and qualifications in order to identify areas of commercial risk
- Monitor and review standard streamlined suite of tender documents, ensuring accurate use of computerised central file
- Complete CVR reports and profit/loss reviews on individual projects

Effective management and selection of contractors and sub-contractors to meet the business plan

- Contribute to identifying new sub-contractors across all operating areas in order to facilitate expansion
- Ensure that sub-contractors fully meet Pre-Qualification requirements and are loaded to Construction Manager
- Monitor and review commercial performance of sub-contractors
- Effectively manage the sub-contractor tender process to agreed standards and protocols
- Prepare, compile and update trade specifications
- Process payments in alignment with authorisation and payment schedule criteria

Ensure the delivery of quality management information in line with business requirements and timescales

- Gain understanding of customer requirements at all levels to ensure delivery meets expectations
- Build and maintain stakeholder and customer relationships
- Lead the review of management information on projects, in conjunction with the Commercial Manager, to ensure continuous improvement and the production of relevant reports in line with the business
- Lead the delivery of key deadlines across the projects with focus on accuracy and timely outputs
- Ensure a sustainable, viable and commercial supply chain that meets all existing and future business requirements and considerations
- Lead and manage the commercial aspects of key projects and processes

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Enablers to the Role (not essential)

- Knowledge and experience of the house building industry
- Excellent communication and IT skills
- Quantity Surveying experience in a house builder environment
- Experience in managing multi-site and multi-product developments
- High level of ability to gather, analyse and interpret commercial data
- Excellent communication and interpersonal skills
- Strong negotiation and influencing skills
- Experience in working with external bodies, processes and consultations
- Possess skills and expertise in commercial viability, budgets, CVR's and supply chain management
- Confidential and professional approach at all times
- Experience in resourcing appropriate specialist consultants and suppliers
- Experience in dealing with and consulting with Local Authorities and other such formal bodies

Further Notes

- Role reports directly to the Commercial Manager
- Start date: December 2021 / January 2022
- Salary – up to £40,000 depending on experience
- Application deadline: Friday 10th December 2021