

Job Description

Quantity Surveyor

Reports to	Direct and Indirect Reports
Managing Quantity Surveyor	None

Our Mackley Mission

“To be nationally recognised as an innovative leader throughout the civil engineering and construction industry through sustainable growth”

Our Vision and Values

- **Professionalism:** Our technical expertise enables us to deliver quality projects safely, on time & at realistic cost. We are recognised for our professionalism; quality, honesty, integrity, safe working, reliability, and consideration to the environment as an established company.
- **Teamwork:** We build effective conscientious teams with, approachability, trust, loyalty and respect for others.
- **Relationships:** We maintain and develop relationships with excellent communication, caring for others, and approachability throughout our business.
- **Leadership:** We pride ourselves on our reputation as a leader of considerate problem solving and the continuous achievement of success is our unrivaled reward.
- **Innovation:** We are an innovative leader, adding value, being creative in problem solving and meeting the challenge. We expect these behaviors of each other.

Job Purpose

To continually provide a thorough and professional commercial service for all projects for which they are responsible ensuring they are administered effectively and that the business objectives in terms of health and safety, profitability and customer focus are achieved or exceeded.

Accountability

Quality

- Work to and within the Mackley Integrated Management System, including company procedures and policies.
- Establish and maintain the Operations/Commercial partnership required to meet the needs of each project.
- Monitor & manage risk & associated budgets.
- Monitor performance standards & quality.

Stakeholders & Communication

- Procure subcontractors at lower than Tender sums whenever possible. Seek to negotiate the best price for the company.
- Build strong relationships with clients & their representatives.
- Establish & actively promote working relationships between the department, through effective communication & ensuring Company procedures are followed.
- As required, attend training sessions, conferences & meetings in line with our commitment to Investors in People.

Productivity

- Fully understand the Contract and scope of work and advise/communicate to relevant project team members.
- Discuss and develop procurement strategy with team members & in accordance with the contract programme. Monitor & update as necessary.
- Submit timely applications for payments to ensure cash can be collected in accordance with the Contract.
- Recover retentions in accordance with the Contract.
- Recognise opportunity & potential for increased value. Evaluate & submit prices in a timely fashion to achieve optimum outcome. Wherever possible pre price variations to maximise returns.
- Review costs & value in conjunction with the site time to ensure timely & accurate forecasting.

Team Work

- Treat all who you interact with equally, with courtesy and respect.
- Willingness to work with others to achieve a common goal.
- Provide support and development to other members of the project team.
- Flexibility and willingness to undertake duties other than those outlined in this job description or to undertake work in other departments to meet customer demands.

Key Result Areas

- **Time/efficiency** – Plan and deliver results to the agreed programme and timescales.
- **Client relationship** – Be an ambassador for the company & maintaining satisfied clients.
- **Quality** – Promote a ‘right 1st time’ approach to the delivery of agreed specifications and standards.
- **Team Work** – Willingness to work with others to achieve a common goal.

Person Specification

Qualifications

- BSC in Quantity Surveying/Construction Management (desirable)
- Royal Institution of Chartered Surveyors membership (RICS) (desirable)

Training

- NEC3/NEC4, ECC, ICE and JCT full contract awareness
- Driving License

Skills & knowledge

- A working understanding of ICE, JCT, ECC / NEC type of contracts
- Detailed knowledge & understanding of tendering & procurement processes
- Ability to balance workload, prioritise and organise work
- Knowledge of compliance with health, safety & environmental legislation
- Effective influencing & communication skills
- A logical, organised and understanding individual who can deal with responsibility and make effective decisions
- Able to work at high concentration levels, under pressure & maintain quality standards
- Networking & building positive relationships

Experience

- Proven experience as a Quantity Surveyor in Civil Engineering environment
- Experience of Dispute resolution (desirable)
- Understanding of CVR’s & financial reports (desirable)

Personal qualities

- Resilient & coping with the pressure of demanding targets & tight deadlines
- Maturity of judgement
- Enthusiastic, self-motivated & results focused
- Integrity
- Sound decision maker
- Ability to use initiative & make recommendations for change
- Diligent
- Flexible & adaptable
- Effective negotiation skills
- Is motivated to drive self-development using all available resources to achieve success

Technology skills

- IT Microsoft Office skills (including Word, Excel, PowerPoint & Teams)
- Business Collaborator (desirable)
- Understanding of company computer based cost recording systems

Relationships

Internal

Contracts Manager/Project Manager
 Estimating Manager
 Accountant

External

Clients
 Subcontractors
 Suppliers

Additional information

The Company may, from time to time, require you to undertake duties other than those outlined in this job description and/or to undertake work in other departments/sites to meet customer demands. Any changes to this job description will be discussed and agreed with you.