**ROLE PROFILE**

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| **Function** | **Commercial** |
| **Job Title** | **Quantity Surveyor** |
| **Grade** | **M1** |  |
| **Reporting Lines** | **Reports to** | **Managing Quantity Surveyor**  |
|  | **Direct Reports** | **N/A** |
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| **Aim of the role**To oversee the provision of quantity surveying services within the Commercial department, managing direct reports and ensuring processes are both effective and value improving for the business.**Responsibilities and Duties*** Manage the department’s subcontract procurement process, ensuring that buying opportunities are maximised
* Oversee the department’s subcontract management from first valuation to final account
* Assisting the Commercial Manager to oversee the production of the Value Cost Reconciliation, cash revenue, and cash expenditure, ensuring that they are delivered to a good level of accuracy
* Liaise with other departments/ Commercial staff to ensure all department deadlines are achieved
* Ensure third party rebate information is collated
* Ensure that the opportunity to claim third party rebates are maximised through product specification
* Assist the Commercial Manager with the negotiation of new contracts
* Provide support and guidance to the department
* Carry out regular site visits
* Support the department to achieve a prompt positive resolution of subcontract disputes

**Knowledge Skills and Experience*** Experience within a similar role
* Must demonstrate a high standard of IT skills, proficient in the use of MS Office, in particular Excel
* Excellent Communication skills both written and verbally
* Ability to prioritise workload with proven experience of being methodical and organised
* Have a track record of successfully managing a Commercial team and understanding of customer service
* Degree level Quantity Surveying qualification
* Competent IT skills working with Microsoft excel, word, office and Coins
* Time management skillsets using experience and knowledge of systems to effectively delivery targets on time assigned to your role
* Effective communication both written and verbal on behalf of the Business required.
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| **Our Key Pillars**  |
| **Customer Focus** | * Every decision we make revolves around delighting our customers
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| **Passion for Building** | * We approach each project with unwavering enthusiasm
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| **Sustainability** | * Understanding our environmental footprint by incorporating eco-friendly practice and materials into our communities
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| **Lasting Community** | * We create communities with a sense of belonging and a legacy for generations to come
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| **Belief in Better** | * We are committed to delivering homes that are the definition of excellence
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