**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 |
| **Passion for Building** | * We approach each project with unwavering enthusiasm |
| **Sustainability** | * Understanding our environmental footprint by incorporating eco-friendly practice and materials into our communities |
| **Lasting Community** | * We create communities with a sense of belonging and a legacy for generations to come |
| **Belief in Better** | * We are committed to delivering homes that are the definition of excellence |

