# **ROLE PROFILE**

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| **Job Title:** | Quantity Surveyor | **Reporting to:** | Quantity Surveyor Manager |
| **Directorate:****Team:** | Customer Services Investment Services | **Location:** | Any location across the Group |
| **Purpose of the role:**  |
| To evaluate all levels of commercial risk and maximise the benefit to Thirteen, covering procurement, risk mitigation, pricing, and contract management. Responsible for reporting commercial performance associated with allocated projects within the Investment plan, working closely with the management teams. To manage/control contractor accounts from start to final account and reporting predicted spend against the framework budget. Provides support for the Repairs and Maintenance service area as well as Investment Services.  |
| **Key accountabilities and job content:**  |
| * To fulfil the requirements of the Tier 4 role profile.
* Commercially manage schemes within the Investment programme, providing good accounting and accurate budget predictability. Chair meetings and issue/ manage contractual correspondence.
* Accountable for financial forecast and cash flow of allocated schemes.
* Negotiate and resolve complex disputed issues to consensus. Agree final accounts including scrutiny of payments, variations and invoices for QSM approval.
* Act as a source of professional advice, guidance, consultation and support for Managers e.g. levels of payment to partners, in-house spend profiles and monitoring spend against budget
* Support contract procurement, management and performance across Customer Services and support procurement through various frameworks that support our business requirements. Carry out contractor appointments in accordance with Thirteen Groups procurement processes.
* Audit expenditure and contractor accounts, including those of supply chains to ensure accuracy of valuations and invoices, ensuring that we receive value for money.
* Undertake feasibility studies, investigations, scope and prepare cost plans and estimates.
* Produce and maintain accurate and competitive tenders, contract specifications, bills of quantities, scope of works and resource schedules.
* Monitor and review schedules of rates and agreed pricing documents as necessary.
* Produce reports relating to the performance of the internal trade workforce, analyse and report hours expended against target hours.
* Establish key metrics for the measurement of productivity/efficiencies to the investment plan and report findings according
* Collect KPI contractual results and repair monthly results at progress meetings.
* Assisting with the mentoring and development of Trainee QS.
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| **Qualifications:** |
| HNC qualified (or equivalent/or degree/Chartered) with Quantity surveying experience within housing sector or commercial background.  |
| **Knowledge, skills and experience:**  |
| * JCT framework experience and a solid understanding of Partnering Contracts and management.
* Demonstrable experience of managing commercially and contractually numerous projects concurrently.
* The ability to build strong relationships with Partners, managers, customers and colleagues at all levels.
* Excellent communication skills both verbal and written.
* Well-developed influencing, persuasive and negotiating skills.
* Knowledge and awareness of legislation and contractual obligations.
* Effective use of IT and media as appropriate
* Able to prioritise to achieve realistic targets, costs and time deadlines.
* Good understanding of Thirteen’s business activities with regard to the Financial, People, IT, Governance, Health & Safety, Environmental and Equality & Diversity requirements
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| **Role requirements and demands:**  |
| **Solving problems:** | Problem solving that is of a specialist / technical nature and requires some research and the analysis of information or solutions. |
| **Making decisions:** | Operational decision making relating to organisational objectives and outcomes that have been defined by others. |
| **Communicating:** | Provides information on complicated matters. Uses tailored communication skills in relation to specialist/technical issues where required. |
| **Financial responsibility:** | None |
| **People management responsibility:** | No |

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| *For Reward Team use only* |
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