

Job Description

Job Title	Senior Quantity Surveyor
Department	Commercial
Location	Bathgate, travel as business needs require.
Reporting to	Commercial Manager
Line Manager to	Quantity Surveyors, Assistant Quantity Surveyors, Commercial Administrators/Assistants.
Key Relationships	Head of Commercial, Commercial Manager, Head of Construction, Procurement Manager, Area Managers, Commercial Department, H&S, HR, Finance

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Overview of the Role

To assist the Commercial Manager in managing the commercial team. Responsible for the management support to a team of Quantity Surveyors ensuring workload is covered effectively and to ensure compliance and processes are being followed.

Main Duties and Responsibilities:

- Management of the commercial team to ensure processes and procedures are implemented and actioned.
- Management of the client application and credit control process
- Management of income forecast and pricing of variations
- Management of the change control system
- Management of project risk
- Management of the production of CVR's
- Management of subcontractors and the subcontract cycle
- Management of dispute resolution
- Input into development of training plans
- Provision of commercial advice to the project team

Key Performance Indicators:

- Timely production of CVR's
- Timely production of accurate forecasting information
- Timely production of accurate monthly reporting information
- Robust and well managed change control system.
- Management of subcontractors with few or no disputes, timely payments and agreed final accounts.
- Management of client accounts, ongoing projected final accounts, and the completion of agreed final accounts.
- Commercially well-informed project team with few unresolved issues.
- Significant contribution to the timely achievement of forecast figures for turnover, profit, and cash.

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Skills, Qualifications, & Experience

- Experience in NEC forms of contract (essential)
- Degree educated or equivalent.
- Extensive, suitable post qualification experience
- Good working knowledge of conditions of contract
- Team player & work effectively in a team environment
- Effective communicator
- Ability to prioritise and allocate resources accordingly.
- Able to lead & motivate a team.
- Ability to challenge.
- Ability to give clear guidance & information.
- Builds and maintains excellent working relationships.
- IT skills; Word, Excel, Outlook.

Additional Requirements:

- Disclosure Check
- UK Driving Licence
- Flexible Approach

What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick leave
- Company Car Allowance at 10% of basic salary and mileage claims.
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Work for PLC Company with option to join share save scheme.