

Job Description: Quantity Surveyor

Function:	Professional Services
Job:	Quantity Surveyor
Position:	Graduate / Student Placement / Trainee Quantity Surveyor
Job holder:	N/A
Date (in job since):	N/A
Immediate manager	Technical & Project Director, Gareth Thain
Additional reporting line to:	<i>Close collaboration with Project and Technical Service Managers</i>
Position location:	Aberdeen

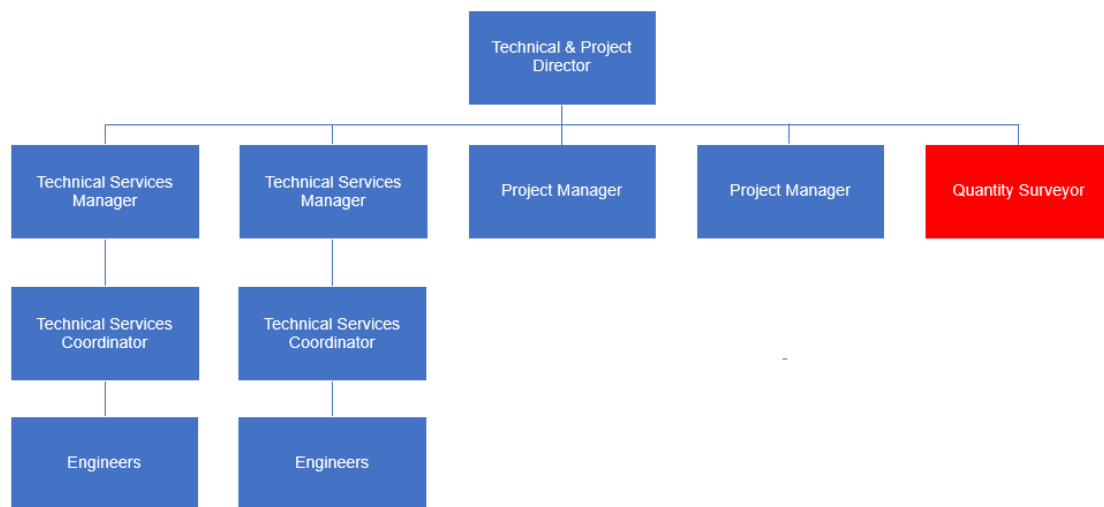
1. Purpose of the Job – State concisely the aim of the job.

- Assist Senior QS in a variety of Hard Services / Construction projects
- Review project requests, analyse information and support with end-to-end cost management duties, including feasibility estimates, value engineering and cost control.
- Support with Contract Administration duties, including interim valuations, variation / change control procedures, final account preparation and issuing of all required certificates under the Contract.
- Preparation of tender and contract documents such as bills of quantities
- Negotiate with Contractors and Clients around project costs
- Liaising with; clients, end users, accounts, operations and senior team colleagues.
- Ensure strict adherence to process and governance

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics ■ Add point									

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Manage commercial risks associated with costs and the agreed form of contract, set out any identifiable risks, share with management team and allocate appropriate Risk owners.
- Support segments in a professional manner, aiding decision making, cost management and governance

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Hard FM and project Quantity Surveying
- Preparing bills of quantities, including take off of drawings
- Review project requests, analyse information and support with end-to-end cost management duties, including feasibility estimates, value engineering and cost control.
- Support with Contract Administration duties, including interim valuations, variation / change control procedures, final account preparation and issuing of all required certificates under the Contract.
- Preparation of tender and contract documents such as bills of quantities.
- Negotiate with Contractors and Clients around project costs.
- Liaising with; clients, end users, accounts, operations, and senior team colleagues.
- Ensure strict adherence to process and governance.
- Ensure works meet all legal and compliance standards

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Maintain good client relations internal and external.
- Project Cost Control, from feasibility through to final account.
- Project risk, cost, compliance issues reported and mitigated.
- Effective organisation, co-ordination, and planning
- Governance and adhered to processes in place

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Attention to detail
- 3rd Year Quantity Surveying & Commercial Management Student
- Knowledge of measuring software
- Excellent communication skills
- Customer services experience and the ability to communicate at all levels
- IT skills using Microsoft Office applications
- UK Driving License (beneficial)

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Customer focus - Level 3	Qualified in Quantity Surveying qualification equivalent to NVQ level 6
Resourcefulness – Level 2/3	Being resilient – Level 2
Cultivates innovation – Level 2	Collaborates – Level 2
Manages ambiguity – Level 2	Ensures accountability – Level 2
Communicates effectively – Level 2	Builds effective teams – Level 2
Decision quality – Level 3	Drives results – Level 2
Business insight – Level 2	Optimises work processes – Level 2

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			