

Job Description

Quantity Surveyor



Function:	Government
Position:	Senior Asset & Quantity Surveyor – Project Manager (H1)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Contact Director
Additional reporting line to:	
Position location:	Colchester PFI – Colchester Garrison

1. Purpose of the Job

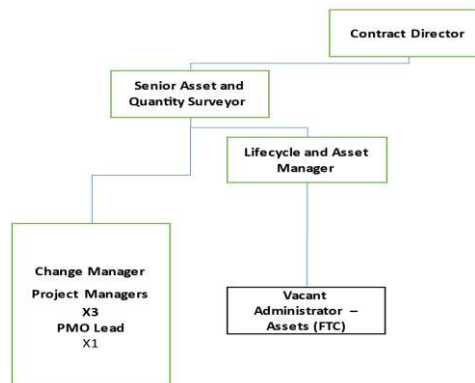
Effective cost management and cost control across all life cycle and capital works projects and programmes to include cost planning, cost estimating, life cycle costing, value engineering, contract documentation, procurement and tendering, contract administration, risk management and commercial management.

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.

:	EBIT growth:	£	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
	EBIT margin:				Outsourcing growth rate:	n/a	HR in Region	tbc
	Net income growth:	Tbc						
	Cash conversion:	tbc						

- Characteristics
- Contract base value approx. £8 mill.
 - Projects and lifecycle budget/delivery approx. £3 mill
 - Set up contractual agreements and manage sub-contractor spend approx. £2 mill

3. Organization chart – Indicate schematically the position of the job within the organization. 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

Cost control and cost management across a range of life cycle asset replacement projects/programmes and construction projects/programmes throughout the Colchester PFI estate. Key focus is ensuring value for money, cost control, active commercial management and effective management of the client relationship.

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

- Develop and implement a framework for project cost plans, cash flow reporting, cost forecasting, change control and cost reporting across all project and programme types.
- Liaise with client commercial teams throughout to ensure an efficient end to end process.
- Manage and deliver technical services change management process.
- Prepare preliminary and indicative cost analysis for order of cost estimates through the initiation and business case stages of projects. Assist in development of project cost plans at business case stage to enable identification and setting of budget parameters.
- Prepare indicative costs for a range of design options through feasibility and concept design stages.
- Assist through the review and design development process and provide ongoing advice on project design cost efficiency. Prepare cost studies of alternative options and build systems as required.
- Undertake value engineering and value management on design options as required throughout all design stages.
- Undertake whole of life cycle costing analysis where required to enable and inform investment decisions.
- Prepare detailed cost estimates through all design stages to include all project costs including construction, design team fees, subcontract items, FF&E, etc. Prepare elemental cost plans at detailed design stage.
- Review and update the project cost plans and budgets in context of developing brief, scope and design changes.
- Review and develop the cost plan and cost report through the normal design development stages, including scheme design, detailed design and production information.
- Provide effective cost control, cost management and cost reporting through all design and construction stages. Develop and provide monthly project/programme reports detailing and comparing current cost position with forecast outturn cost.
- Provide advice on building contract forms/types and procurement strategies. Contribute to the preparation of Employers Requirements, tender production information, contract documentation, etc. for construction works, consultant services, etc.
- Prepare detailed pre-tender estimate for the complete project scope by the measurement of approximate quantities priced to current market rates, based upon the production information.
- Review and analyse contractor proposals, tenders, etc. and report on financial compliance and undertake arithmetical check of tender returns. Prepare elemental cost breakdown and analysis comparing tenders with pre-tender estimates. Prepare tender evaluation reports.
- Assist in the agreement and finalisation of contract documents for contract award.
- Cost control and reporting through construction period including cash flow
- Assess interim payment claims and make recommendations for payment. Review and provide monthly valuation and certification of all works in progress up to and including agreement of the final account for payment authorisation purposes. This includes main construction works, design team fees, subcontract costs, FF&E, etc.
- Review, measure, price and negotiate the cost of variations and instructions. Provide measurement and

estimating of the cost of proposed variations and reporting to the Programme Manager prior to any decision being made to proceed with such variation.

- Review, negotiate and agree the value of all variations and the Final Account. Provide a detailed Final Account statement.
- Prepare estimates of final cost including estimating the cost of any known or possible pending claims.
- Prepare monthly financial reports as required across all project and programme types.
- Investigate, evaluate and negotiate contractual claims.
- Prepare final financial report and cost analysis.
- Participate in post project review process.
- Manage and close out all financial matters on projects.
- Develop and maintain a cost benchmark library across all projects and programmes together with the development of a 'ready reckoner' cost estimate tool for project initiation phases.
- Assist in the development of Project/Programme Execution Plans. Assist in the development of project management delivery framework.
- Contribute to the development and management of risk management processes across all projects and programmes including the identification, analysis and development of appropriate commercial risk management and risk mitigation strategies.
- Assist in the development of project and programme timelines and milestones utilising work breakdown activity structures.
- Health and safety requirements relevant to the position.

6. Accountabilities

- Timely and accurate cost estimating, cost control and cost reporting.
- Compliance with Sodexo procurement policies and ensuring value for money.
- Development and monitoring of budget costs from initiation through completion.
- Robust evaluation and negotiation of valuations, claims, compensation events, etc.
- Development of complete and accurate tender and contract documentation.
- Effective commercial and risk management approach to project delivery.

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

- Degree or equivalent in Quantity Surveying
- Professional Membership RICS, CIOB.
- Financial qualifications desirable.
- Minimum of 10-15 years of experience in construction/maintenance environment providing cost management, cost control and cost forecasting across a broad range of project types.
- Experience of contract administration and different building contract forms including NEC and JCT.
- Supply chain management
- Ability to keep focus on day-to-day performance whilst simultaneously pursuing longer-term opportunities.
- Experience in managing budgets and project finance.
- Influencing people and negotiations, ability to communicate at all levels.
- Full understanding of Construction, Design and Management Regulations and other relevant statutory health and safety requirements.
- IT skills using Microsoft Office applications.
- Experience of working within a leadership team

8. Competencies –

Professional:

- Construction related degree or equivalent experience.
- Relevant professional qualification in discipline covering quantity surveying is desirable.
- Excellent technical construction and building services installations knowledge.
- Project Manager experience
- Strong commercial acumen
- Ability to manage and influence multiple stakeholders.

Sodexo Core Competencies:

- Customer Focus
 - Working collaboratively
 - Accountability
 - Communicates effectively
 - Courage
- Indicate which of the Sodexo core competencies and any professional competencies that the role requires

9. Management Approval – To be completed by document owner

Version	1.0	Date	Feb 2024
Document Owner	Leighann Wordley		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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