

Function:	Service Operations – Hard FM Technical Services
Job:	Quantity Surveyor
Position:	
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Senior Quantity Surveyor / Commercial Lead
Additional reporting line to:	Head of Hard Services
Position location:	No fixed location, home based with travel required across the UK. located in Liverpool / Mersey, Cheshire, Greater Manchester, or Leeds areas

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

We are looking for an enthusiastic Quantity Surveyor who loves to deliver high quality commercial infrastructure and fit out projects. We have an extremely diverse client base and can offer a fantastic level of variety across a range of industries, including, Healthcare, Justice, Government and Agencies, Schools, Universities, Hospitality venues and FTSE 100 blue chip companies.

You'll be given the autonomy to manage the commercial elements of projects from feasibility to post completion and be accountable for controlling all aspects of commercial delivery, including pre and post contract and commercial management, bid support and tendering, lifecycle costing, measurement, pricing, and contract administration.

You'll have responsibility for project process', governance and risk mitigation and will provide effective organisation, co-ordination and planning to ensure projects are completed on time, to budget and within contractual timescales. You'll put your safety and the safety of those around you at the core of what you do.

Due to the nature of the job and clients' requirements the role will involve working unsociable hours at times. Predominantly the projects you'll work on will be based in London and the South but flexibility to travel nationwide is essential, you will however be able to balance your week with home working and our companies flexible approach to work.

Although you'll be working to challenging deadlines and juggling multiple priorities; you'll be supported by a team of experienced professionals who work collaboratively, support each other's development and who are passionate about what they do and how they do it. You'll be involved in a variety of project enquiries working with different types of customers with no two jobs being the same! You can have the confidence that you'll be supported by your line manager and peers; with constructive input being provided in open forum to negate potential issues. You'll join a team who deliver to the highest standards and exceptional service to our internal and external clients.

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									

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 must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Project Cost Control from feasibility through to final account.
- 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.
- Ensure works meet all legal and compliance standards
- Support clients 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.

- Quantity Surveying
- Lifecycle cost modelling on fabric and M&E
- Experience with PFI Contracts
- Experience with internal fit out projects (offices, healthcare, restaurants)
- Value Engineering
- Contract preparation and administration
- Maintain good client relations internal and external
- Present and always providing a professional service

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.

- Project risk: Cost, compliance considered, reported, and mitigated
- Effective organisation, co-ordination, and planning
- Governance & process adhered to

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

- Degree level or equivalent in Quantity Surveying / Building Surveying
- 2 years' post graduate experience in Quantity Surveying
- Track record of delivering commercial projects across a variety of sectors
- Experience with lifecycle cost modelling & PFI Contracts preferable but not essential
- Supply chain management experience
- Self-motivated and able to manage own workload and make project critical decisions autonomously
- Ability to keep focus on day-to-day performance whilst simultaneously pursuing longer-term opportunities.
- Experienced in managing budgets and project finance
- Experience in preparing and administering JCT and NEC3/4 forms of Contract
- Well versed in contract negotiation and conflict avoidance

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

▪ Brand Notoriety	▪ Commercial Awareness
▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Rigorous management of results
▪	▪

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			