

1. JOB TITLE

Senior Quantity Surveyor.

2. CONTEXT

The Senior Quantity Surveyor is a member of Quantity Surveying Team but will work across all of the company's disciplines.

The job holder reports to [insert manager] but will be responsible to individual project leads for day to day activities and workload.

The job holder has no line management responsibility.

The location of the job will be based at WWA's office in [insert office]. Travel to and from and work in other offices may be required to fulfil the requirements of the role.

3. OVERALL JOB PURPOSE

The Quantity Surveyor will be good communicators and possess excellent numeracy skills to handle the financial and mathematical demands of the role. Given the demands of the construction world and its frequent challenges, you will be able to demonstrate innovative approaches to problem solving and an ability to negotiate across the various levels of any construction environment.

The Quantity Surveyor is responsible for the cost of any building project - from initial estimates, right through to the final acquisition of materials. The role is focussed on providing clients value for money while adhering to the strict regulations which govern every aspect of the construction industry.

4. RESPONSIBILITIES AND OBJECTIVES

- A wide breadth of experience is necessary as the Company workload covers the full spectrum of industry sectors most notably speculative residential development / mixed use projects, hotels, education, healthcare, student accommodation and infrastructure projects.
- Proficient in estimating, producing budgets and cost plans.

- Managing the tender document taking off process including being part of, and sometimes leading, the measurement team.
- Running projects post contract including carrying out interim valuations and certification, cost reporting and agreeing final accounts.
- Ability to chair site progress meetings and taking minutes and issue instructions.
- General contract administration (including issuing all necessary contract certification).
- Site visits, assessments and projections for future work.

5. PERSON SPECIFICATION

Qualifications, knowledge and experience:

Essential

- Qualified (RICS or equivalent); minimum of 5 years relevant post qualification experience.
- Working knowledge of the services offered by WWA.

Skills and Abilities:

Essential

- Although based in the [insert office] office a flexible approach to place of work may be required to support the other WWA offices.
- Client facing skills essential
- Analytical skills - the ability to analyse and sort data into an understandable form.
- Ability to work with the minimum of supervision, to a high standard.
- Ability to work under pressure and as part of a team. Excellent inter-personal and team working skills, motivated and productive attitude.
- Ability to prioritise and undertake a range of tasks.
- A positive, flexible attitude.
- Good organisational skills.