

## Quantity Surveyor - Refurbishment

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Company: Hunter Mason Consulting Ltd

Location: Middlesbrough

Category: construction-and-extraction

### Job Spec Quantity Surveyor

#### Summary of Role

To ensure the successful financial completion of projects, protecting the exposure of the Company to financial risks, together with adherence to the commercial procedures of the Business. Responsible for the commercial management on a number of smaller projects with a value to £5.0m. As well as new build projects up to a value of £20m

Our client is involved mainly with the refurbishment of commercial properties and to develop them into state of the art apartments, offices or student accommodation.

The client also has a number of 'new-build' schemes in the pipeline.

#### Key Tasks

To act in the full professional capacity as a senior QS & lead projects to ensure they are completed within a set budget.

Work autonomously, and within a small team, by leading on cost planning and control of projects, whilst having the ability to make ultimate decisions on the financial management of projects.

To undertake all aspects of cost planning and analysis, life cycle costing and budgetary control.

Providing cost advice at inception and feasibility stages of projects and when bidding for funding from external sources.

To liaise with both internal and external clients dealing with queries and requests for information, as well as providing advice necessary to control costs and to maintain profitability for all

projects.

Receive working drawings and specifications before leading in the preparation of tender documents including schedules & bills of quantities, to meet client requirements,

Ensuring that costs are kept within the approved cost plan and budget.

To analyse tenders and prepare reports for acceptance.

To ensure that all activities are operated in accordance with legislation and Best Practice.

- To co-operate with, report to and implement the reasonable directives of the Regional Director/Manager and the Commercial Manager (functional reporting).
- To ensure the timely submission of all relevant data required to monitor and analyse individual contract performance on a monthly and quarterly basis thereafter.
- To liaise with contracts management in the day to day commercial administration of contracts to ensure the financial success of construction operations and to keep the Commercial Manager apprised of all material events.
- To ensure the full and proper implementation of the Group's Commercial Procedures where delegated authority so requires.
- To prepare accurate draft sub-contracts and/or to approve such drafts as prepared by subordinates within the Region to the level of responsibility dictated by the Group's Commercial Procedures.
- To ensure that a high personal standard of professionalism is evident to all external clients, peers and subordinates in the day to day management of the Regions activities.
- To supervise, mentor and encourage all junior staff in their personal professional development.

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