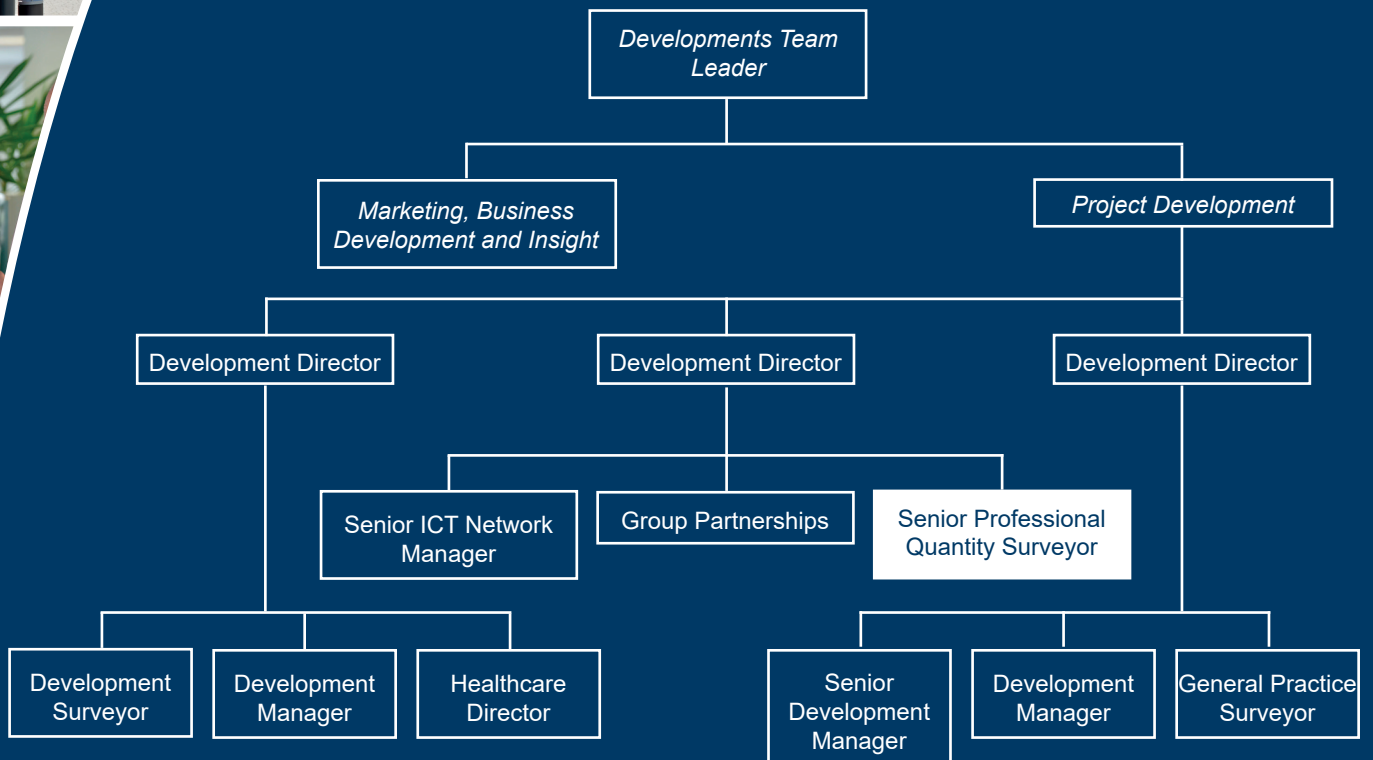




# SENIOR PROFESSIONAL QUANTITY SURVEYOR

To provide pre-contract project cost advice and cost planning across a wide range of buildings and infrastructure projects and support colleagues in managing the design process to ensure deliverable, high quality and value for money outcomes. To assess contractor programmes for accuracy and realism and prepare contract documentation and take responsibility for tendering and contractual arrangements.

## TEAM STRUCTURE



## KEY DUTIES AND RESPONSIBILITIES

These include but are not limited to:

### Pre-contract cost advice and cost planning:

- Prepare pre-tender estimates/construction cost estimates using data derived from information provided by the design team which can be audited and which include notes on divergences, assumptions and exclusions
- Provide advice on the merits of using different construction methodologies and materials
- Prepare and evaluate construction tenders from information provided by the design team and

negotiate and award contracts to successful contractors

- Keep the project lead fully up to date on any changes to costs, including the DCR process for recording and costing design change
- Provide advice on construction cost, strategic planning and programming
- Prepare and submit estimates for construction and development work





# SENIOR PROFESSIONAL QUANTITY SURVEYOR

## KEY DUTIES AND RESPONSIBILITIES CONTINUED

### Tendering and contractual arrangements:

- Prepare and interpret tender documents, specifications, general conditions and other parts and forms of contracts
- On projects not covered by the PIC Framework, provide advice and assist with the process of selecting and allocating work to contractors
- Provide a tender report on all tenders received to include a comparative analysis between tenders and the pre-tender estimate
- Discuss and clarify queries from tendering contractors during the bidding process and confirm Prime's requirements
- Negotiate and agree construction phase milestone payments schedules
- Provide feedback to all contractors, Prime and the design team on issues arising and agree a unified approach to any further clarifications
- Negotiate and record in an approved and auditable format all adjustments to the submitted tender between submissions of tender and financial close, whether financial or not and howsoever caused, ensuring appropriate sign off of each adjustment
- When/if external consultants are appointed, question and scrutinise their work to ensure we are getting accurate pricing information
- Liaise with the construction team to ensure that historic specification and buildability issues are not repeated and promote and bring forward new technologies and energy efficiencies etc.
- Risk and value management
- Life cycle advice and analysis

### PIC Framework Projects (additional specific requirements):

- Assist with the general day to day management of a construction framework
- Prepare initial construction budget/cost plan for assessment by contractors at call-off
- Assess contractor KPIs within a framework context
- Assist with managing call-offs from the framework
- Draft pricing questions to form part of the call-off process and set assessment criteria for those questions
- Mark pricing submissions which form part of a call-off
- Work with the selected contractor following the call-off period and during the pre-contract phase to fix the final contract sum by financial close
- Prepare and agree milestone schedules, contract sum analysis and cashflows
- Attend case study site inspections as required
- Assist with the interview assessment of contractors as part of the call-off process

### General:

- Work as an internal consultant to the business providing advice and guidance on all matters relating to materials, costs and building methods
- Provide pre-contract commercial advice and support to development projects
- Provide cost advice as soon as possible when requested on issues including facilities management services, life cycle and value engineering
- Support the process of developing client briefs and feasibility studies
- Assist in the compilation of business





# SENIOR PROFESSIONAL QUANTITY SURVEYOR

## KEY DUTIES AND RESPONSIBILITIES CONTINUED

- cases
- Provide support to the bidding team as required by the business
- Participate in post project evaluations and ensure any lessons learned are fed back into the system to improve our processes and help obtain better outcomes
- Provide advice on contractual claims
- health and social care sectors
- Gather, analyse and organise information to understand the market and the impact on construction costs
- Maintain awareness of the different building contracts in current use
- Understand the implications of health and safety regulations

### Knowledge, understanding and research:

- Develop and maintain an excellent understanding and knowledge of the

## PERSON SPECIFICATION

*(Desirables in italic)*



### Qualifications

- Qualified member of RICS
- Desirable:**
- *Relevant degree or postgraduate qualification*



### Knowledge and Experience

- Previous PQS/consultant experience in providing pre-contract support to property developers and design teams
- Tender processes
- Building contracts
- Health and safety
- Detailed knowledge of past and current building and construction technology, methods, processes, materials, business and legal matters
- Knowledge of the law relating to construction projects
- Building Information Modelling (BIM)
- BREEAM

#### **Desirable:**

- *Construction frameworks*
- *Health and social care buildings, regulations and guidance notes*



### Skills and Abilities

- Practical and logical mind
- Methodical
- Excellent analytical and numerical skills
- Able to write clear and precise reports
- Project management
- Excellent attention to detail
- Excellent negotiating skills
- Able to persuade others
- Well organised and planned
- Strong communication and interpersonal skills
- Good IT skills
- Able to work to deadlines
- Able to listen
- Able to work on own initiative
- Commercially aware and able to foresee opportunities and risks
- Able to gain the respect of peers and clients
- Confidence to question and challenge information from others



# SENIOR PROFESSIONAL QUANTITY SURVEYOR

## PERSON SPECIFICATION CONTINUED

*(Desirables in italic)*

- Politically astute
- Able to understand and analyse complex information



### Personal Qualities

- Enthusiastic
- Owns tasks / “a completer finisher”
- Inquisitive
- Team player
- Positive mental attitude – a “can do” approach
- Willing to receive constructive feedback
- Demonstrates personal pride in work well done
- Looks at ways to reduce waste and work effectively

- Works effectively with colleagues within and across departments
- Honest and trustworthy
- Consistent
- Diligent and hard working
- Adaptable
- Wants to improve own knowledge and that of others

### Other Attributes

- Able to drive and travel to locations around the UK
- Able to work outside of office hours where necessary

