

Job Profile

Quantity Surveyor/Measurement Surveyor (Civils) (QSCAUG10)

Job Title	Quantity Surveyor / Measurement Surveyor
Reporting to	Commercial Manager
No. Reports	None
Business Unit	Civils
Location	Northern Ireland
Contract Type	Permanent
Salary	Negotiable
Additional Benefits	Car allowance, Pension, Private Medical Cover, Life Assurance Scheme.

Job Summary

As the GRAHAM business continues to grow and develop we are looking for an enthusiastic Quantity Surveyor / Measurement Surveyor to assist the Civil's Team.

Reporting to the Commercial Manager, this position will be key in providing a quantity surveying support service to both the estimating and commercial departments within the Civil's Team.

The Quantity / Measurement Surveyor will be responsible for day to day measurement and QS duties.

Job Description

The Quantity Surveyor / Measurement Surveyor shall

- Using both standard and hybrid methods of measurement to prepare civil engineering Bills of Quantities for use by the Estimating team for the preparation of tenders.
- have experience working in or assisting an estimating department
- Where necessary co-ordinate / manage resources for preparing civil engineering quantities during the Estimating process.
- Carry out review of tender documents to ensure all required items are priced.
- Quantify alternative options for structures and temporary works to allow full consideration of all available options.
- Have all information relating to the tender take-off collected and filed.
- Attend design review meetings and meetings with specialist suppliers / subcontractors to ensure comprehensive pricing documents prepared.
- Prepare documents for issue to subcontractors / supply chain members to enable the estimating department in the estimating process.
- Interrogate returned subcontract pricing documents to ensure like for like comparison.
- Negotiate and manage fee accounts / consultancy agreements for external consultants employed during the estimating process.
- Prepare and submit project interim valuations / variation claims.
- Prepare interim and final cost reports including P/L report and cost to complete reports.
- Prepare and submit cost allowances and cost activity codes.
- Prepare and issue subcontract documents and manage subcontract accounts.
- Set-up and keep up to date RFI/COI Schedules in conjunction with Site Manager.
- Prepare and submit Final Account to Employers Representative. Liaise with Employers Representative with regards to anticipated Final Account figure.
- Report on buying gains/losses including the reporting of any future potential financial problems.
- Negotiate rates/prices with LO subcontractors and fully manage subcontractor accounts.
- Prepare and update cashflow/expenditure profiles.
- Periodically review projects with Contracts Manager.



This job description is intended to give the post holder an appreciation of the role envisaged for the Quantity Surveyor and the range of duties to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.

Person Specification

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Technical Competencies

Essential

Demonstrate good experience of bills of quantities preparation (preferably with civils experience)
Demonstrate previous experience working in an estimating environment
Demonstrate previous experience in a QS role
Demonstrate a sound knowledge of commercial and contractual issues in relation to construction contracts
Demonstrate strong communication skills and be able to work at a senior level
Experience of managing profit and loss accounting and working to budgetary targets
Sound project management track record
Initiating, drafting and reviewing documents
Excellent negotiation skills

Behavioural Competencies

Essential

Commercial Awareness: strong business acumen combined with the creativity and vision to meet customer needs and GRAHAM business requirements.

Leadership skills: Communicates and gains team commitment to a vision, able to motivate staff and provide direction and vision.

Effective Communication skills: Able to adapt communication to audience and create detailed written documents and reports. Able to maintain and manage communication links with a variety of stakeholders. Presents a professional image and promotes the Brand.

Customer Focus: Takes time to question and understand the real, underlying needs of the customer, beyond those initially expressed. Always works closely with customers, developing an independent view of their needs and acting in their long term interest

Influencing: Identifies and builds relationships with those who will be useful now and in the future in achieving strategic business objectives.

Initiative: is able to work alone to get results in an effective way. Understands and seeks to minimise waste in resources and processes. Adopts and encourages others to adopt new ways of working. Ability to work unsupervised.

Team Player: Always willing to be involved in other activities to achieve company objectives. Works collaboratively and uses influence to gain resolution of issues. Demonstrates honesty, loyalty and commitment.

Please apply by either completing an application form or by sending a comprehensive and targeted CV and covering letter with your relevant experiences to the Human Resources Department at Ballygowan Road, Hillsborough, Co Down, BT26 6HX, or alternatively e-mail to applications@graham.co.uk. All applicants must return a monitoring form to the Monitoring Officer at Ballygowan Road, Hillsborough, Co Down, BT26 6HX in a separate envelope.

[CLICK HERE TO DOWNLOAD APPLICATION FORM](#)

Quote Reference No: **QSCAUG10**

Closing Date: **Friday 6th AUGUST 2010**

