

JOB DESCRIPTION AND REQUIRED SKILLS

Role Title: Senior Quantity Surveyor

ROLE PURPOSE:

To be the single point of responsibility for the commercial and contractual aspects of project performance within one or more sectors of civil engineering. Projects vary from minor works up to £1-2m. The role includes taking responsibility for departmental commercial performance and reporting.

REQUIRED SKILLS:

- Leadership. The ability to inspire the team you are part of and lead by example
- Teamwork. The ability to interact with and provide support for colleagues whilst taking the commercial lead
- Critical thinking (the objective analysis and evaluation of an issue in order to form a judgement), sometimes under operational and commercial pressure
- Analytical skills, in particular in relation to contractual and commercial challenges
- Communication skills. The ability to instruct, explain and convey information clearly and effectively to a broad range of stakeholders
- Attention to detail. The ability to accomplish tasks with thoroughness and accuracy
- Commerciality, compliant with Geomarine's culture and ethics
- Contractual awareness and contract administration, in particular in relation to the NEC suite of contracts. Experience of other contracts is required, as is the ability to interpret bespoke contracts and terms and conditions under the following relationships:
 - Geomarine as Main Contractor under standard forms of contract, amended versions, bespoke contracts and our T&C's.
 - Geomarine as Subcontractor under standard forms of contract, amended versions and bespoke contracts
 - Subcontractors to Geomarine as above
 - Suppliers to Geomarine as above

RESPONSIBILITIES/TASKS:

- Provide a single point of responsibility for cost planning and CVR's within projects and department(s)
- Assess and control commercial and contractual risk including taking the lead role in contractual administration (as above, predominantly NEC) and its relationship with cost control
- Report to senior management and key stakeholders in relation to the above in particular; progress, risks, issues and changes
- Preparing and issuing valuations, final accounts and invoices
- Various reporting using Microsoft Excel to an intermediate to advanced level
- Various reporting using the internal accounting software
- To communicate clearly to, and form an effective part of, a team consisting of other professionals, both internal and external

- Pricing of projects. This will include direct negotiations with clients and suppliers, the commercial assessment of tender documentation and participation in tender adjudication
- Placing and administration/valuation of sub-contracts and supplier orders

RESPONSIBILITIES IN RELATION TO HEALTH, SAFETY AND WELFARE – ALL EMPLOYEES

- Take reasonable care of your own health and safety and that of others who may be affected by what you do or do not do
- Co-operate with management on health and safety matters, including raising concerns promptly
- Only carry out site activities covered by agreed Risk Assessment
- Make yourself aware of workplace first-aid, fire and other emergency procedures
- Only undertake work for which you are trained, authorised, and competent to undertake
- Apply relevant content of training provided
- Ensure any accident or near-miss is reported
- Not interfere with or misuse anything provided for health safety and welfare
- Engage with the Health and Safety Committee via relevant representatives or line-management
- Personally set a good example.