

<b>ROLE TITLE</b>	Senior Quantity Surveyor
<b>DEPARTMENT</b>	Commercial
<b>OPERATING ASSOCIATION/ DIRECTORATE</b>	Orbit Homes
<b>RESPONSIBLE TO</b>	Regional Commercial Manager
<b>RESPONSIBLE FOR</b>	Quantity Surveyor, Assistant Quantity Surveyor, Trainee Quantity Surveyor and Apprentice Quantity Surveyor.

#### **ROLE PURPOSE**

- The control and management of all development costs from the original budget to final accounts and development completion.
- To control the procurement and management of the supply chain to minimise development costs to ensure value for money and cost effective, quality and timely construction.
- To operate, manage, lead and inspire the less senior members of the Commercial Team in all surveying matters providing advice and guidance ensuring compliance with Group Policies and Procedures.

#### **ACCOUNTABILITIES / RESPONSIBILITIES**

- Work closely with the Regional Commercial Manager/ Region Senior Management Team to review, monitor and lead on developing policies, processes and procedures.
- To contribute towards achieving a high standard of build quality through robust procurement.
- To provide strong Commercial/Surveying expertise, advice and guidance to the wider surveying team.
- To undertake commercial appraisals on potential schemes for review/presentation to Regional Commercial Manager/ Region Senior Management Team.
- To maintain budget control of multiple developments by taking a pro-active approach in forecasting and projecting cost overruns and reductions.
- Analyse and report on costs against original budgets.
- Produce whole project cashflows; maintain and update monthly, monitor current work in progress costs in line with Build programme against cashflow.
- Evaluate and agree subcontract variations and customer extras.
- Sub-Contract Management to include preparation of tenders, procurement of subcontractors and the placing of orders utilising the Company's valuation and ordering system.
- To utilise the Company's payment systems to pay subcontractors in line with Company policy and procedures.

- To carry out monthly site Cost Value Reconciliations (CVR's); undertake review of costs incurred for the whole development challenging where necessary overspend or projected cost overruns of sub-contract works, materials, technical fees and design, site overheads and sales and marketing.
- Attend site progress meetings and carry out site inspections as necessary.
- Attend site meetings with the Affordable Team and submit monthly Valuations.
- General liaison and co-ordination between other parties, both internal and external.
- Respond to site and sales queries, wherever possible, and in a timely manner.
- Understanding the implications of Health and Safety regulations.
- Promoting and acting in accordance with Orbit Group values, policies and procedures.
- To operate, manage and lead the less senior members of the Commercial Team in line with Management Standards, ensuring training requirements are undertaken, offering support, advice, guidance and mentoring as required.
- Providing advice on Contractual position and claims.

#### **KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS**

Essential	<ul style="list-style-type: none"> <li>• A good technical knowledge of all aspects of Housing development.</li> <li>• HNC or Degree in a relevant Commercial/Construction subject with a minimum of 5 years' experience on new build developments or construction related experience.</li> <li>• Basic understanding of Contract Law.</li> <li>• The ability to work on own initiative.</li> <li>• Able to work under pressure and meet deadlines.</li> <li>• Good team player and supportive of colleagues.</li> <li>• Good managerial skills.</li> <li>• Good organisational skills.</li> <li>• Good communication skills.</li> <li>• Good presentation skills.</li> <li>• Good negotiation skills.</li> <li>• Good analytical skills.</li> <li>• Sound judgement and decision making.</li> <li>• IT literate with good knowledge of MS Word and Excel.</li> <li>• Take ownership of all aspects worked on as well as those that report to them.</li> </ul>
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Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.