

Graduate Quantity Surveyor

Role Profile

Reports to (role title):	Commercial Director/Managing Quantity Surveyor
H&S Banding	

Main purpose of the role

Work carefully and diligently as part of the Commercial Team to closely manage construction costs on site, minimizing any variations or increases against budget, throughout its life.

This is achieved by preparing accurate cost estimates for new sites, sourcing a suitable subcontract supply chain to deliver sites, closely controlling costs on operational sites to budget and preparing accurate reliable cost projections (cost to complete reports) to complete a site, used to determine a sites profitability.

All this work should be undertaken in accordance with our Commercial Manual, policies and procedures, and in collaboration with the requisite internal functions and external supply chain partners.

Key Accountabilities

General

- Develop a thorough knowledge and understanding of the business through the Function Rotations in the Programme
- Learn the importance of Health and Safety in construction
- Attend new site and operational site meetings
- Fully understand the requirements of the Commercial Manual and contribute to its upkeep and improvement
- Maintain material supplier and sub contractor information on business information systems

New Sites

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- Contribute to the quarterly update of the regional Construction Cost Benchmarking exercise
- Contribute to the preparation of accurate cost estimates to appraise new sites working with the Land, Technical and Construction Teams
- **Source sufficient subcontractors for each trade to effectively tender the site works**
- **Assist the preparation and collation of tenders to meet site start deadlines**
- **Assist in analysing sub-contractor tender quotations, clarifying inclusions and exclusions and recommending preferred contractors working with the Technical and Construction Team**
- **Involvement in final price negotiations to drive best value for Keepmoat Homes**
- Place orders with the approved contractors to undertake the required site works

Operational Sites

- Establish a strong working relationship with the site management team
- Assist in ensuring subcontractors comply with their health and safety obligations fully
- Assist in ensuring our supply chain (subcontractors and suppliers) are paid on time for the work undertaken
- Assist in minimising the cost of any variations, day-works and customer extras with subcontractors in an open, transparent way
- Assist in measuring the cost of all works undertaken on a site accurately each month
- Assist in providing considered, accurate and competitive cost projections for work still to be undertaken on a site
- Assist in identifying risks and opportunities on sites, mitigating risks through strong negotiation with contractors and protecting opportunities to improve margins

HS&S Responsibilities

To take care of your own health and safety and that of others who may be affected by your work and adhere to the Keepmoat Health, Safety and Sustainability standards.

Keepmoat Values and Behaviours – how we work

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Straightforward

- Communication
 - Encourages and contributes to quality conversations
 - Challenges others in an open and honest way
- Openness and integrity
 - Develops trust through being open, honest and friendly
 - Has a positive impact by doing what you say you will do

Creative

- Innovation and Change
 - Open minded, flexible and willing to test/trial new products and services
 - Has a progressive mind-set and sees the big picture
- Thinking and decision making
 - Asks questions and uses available information to make logical decisions
 - Demonstrates attention to detail, good problem solving capability and identifies solutions

Collaborative

- Building relationships
 - Works to break down barriers
 - Treats others how they wish and want to be returned
- Team working
 - Encourages others to have their say by involved them in decision making
 - Is willing team player treating others with fairness and respect

Passionate

- Pride and Resilience
 - Lives and breathes the Keepmoat Homes value and behaviours
 - Positively contributes to overall success of the business and team
- Delivering Results
 - Consistently delivers what's needed
 - Demonstrates a 'can do' approach, identifying solutions not problems

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Skills, Knowledge, Experience

Essential:

- This is not an exhaustive list of the skills and behaviours that we seek in this role, but what we consider to be critical to the success of this role
- Effective Communicator, both verbally and written/presentations
- Entrepreneurial /Commercial drive and Acumen
- Agile Thinker / Solutions Focused / Attention to detail
- Results Orientated
- Highly collaborative
- Resourceful
- Takes personal ownership
- Adaptable
- Resilient
- High level of verbal, numerical and analytical skills
- Empathetic
- Assertive
- Enthusiastic, self-motivated, solutions focused approach
- Prepared to work within a large geographical area, full driving licence and willingness to travel between offices and sites
- Excellent level of numeracy/analytical, verbal and written communication skills
- Able to work remotely

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Education and Qualifications

Essential

Relevant undergraduate/placement and/or post graduate work experience in a commercial team or a graduate in Commercial/Cost/Project Management, Quantitative Surveying, Accounts/Finance - minimum 2:1 degree

Desirable:

- A graduate in an RICS accredited degree

Employee confirmation:

I understand the requirements of this role and I will complete them to the best of my ability. I understand that this is not to be considered an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this role.

Employee Name:

Signed:

Date:

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