

### POSITION DESCRIPTION: Quantity Surveyor

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** The Quantity Surveyor is an integral part of Selwood Pump Rental Solutions, Project Delivery Team. This role involves daily contact with Selwood stakeholders, Customers, Site Contractors and third-party suppliers.

The Quantity Surveyor manages the day-to-day commercial control, reporting, and management of multiple projects from initial award to final account. The role is responsible for effective commercial control, including provision of timely and accurate documentation in accordance with the reporting timetable, in particular CVR's, forecasts, continuous improvement documents, cash flow forecast and the commercial register.

**RESPONSIBLE TO:** Senior Project Manager

**RESPONSIBLE FOR:** N/A

**REGULAR CONTACTS:**

<b>External</b>	Customer contacts Other site contractors Supplier Contacts
<b>Internal</b>	Project Co-ordination Manager Head of Project Delivery Project Managers Solutions Directors Senior Solutions Managers Solution Teams Installation and Electrical Managers and Teams Mechanical and Electrical Schedulers Operational Managers and Hire desk staff Project Support Co-ordinators Commercial Team Sales Managers and Sales teams SHEQ HR

#### MAIN RESPONSIBILITIES:

- To work as part of the Project Delivery / Solutions team delivering the highest standard of service to Selwood Pump Rental Solutions' customers.

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- Develop strong business relationships within the team and with all external suppliers and contractors.
- Work effectively to support the Project Manager with efficient project implementations, monitoring ongoing project performances to ensure that all projects are delivered on time and within the allocated budget.
- Chair project commercial reviews with relevant stakeholders.
- Ensure that procurement of sub trades and suppliers is undertaken in a timely and cost-effective manner.
- Ensure that the correct pre-construction and onboarding of new contractors is completed diligently and reviewing pricing strategies throughout pre-con and mobilisation.
- Manage the timely production of the main/subcontract final accounts, including remeasurement as necessary to ensure the best result, evaluation and agreement of all variations, extensions of time, project delays and loss and expense claims.
- To communicate with Installation Teams ensuring their involvement and recognition towards achievement of company objectives.
- To deal with commercial issues arising from customers and internal departments within Selwood in a professional manner, seeking the best possible solution for individuals and the business.
- Perform regular assessment of project execution to identify areas of improvement.
- Where appropriate, assist with estimates and negotiations for future projects or phases.
- To drive industry best practices, techniques, and Company standards, ensuring all team members comply with policies, procedures, and relevant regulations at all times for effective project execution.

The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company's commercial activities require.

## **QUALIFICATIONS & EXPERIENCE:**

- Degree Qualified in Quantity Surveying / Commercial Management.
- Desirable – RICS qualified or equivalent professional qualification.
- Previous experience working in M&E Contracting.
- Good knowledge and understanding of NEC, JCT and subcontract contracts.
- A leader with excellent communication (verbal and written) and interpersonal skills, with the ability to listen, offer sound feedback and resolve conflict.
- Demonstrate a high level of communication skills with the ability to provide instruction and complex or detailed information and advice in a timely, clear, and positive manner.
- Ability to act proactively / be forward thinking whilst maintaining a methodical, attention to detail approach.
- Excellent organisation and time management skills, with the ability to manage changing priorities. You must be able to work in a fast-paced environment, to tight deadlines and handling multiples tasks at once, whilst ensuring efficiency and a strong output is achieved.
- Work effectively as part of a team both locally and with departments in the wider business.
- Flexibility to support the business to get the job done, understanding the requirements of all stakeholders while maintaining a safe environment for all.
- Have strong analytical and problem-solving skills with the ability to use sound judgment to make good decisions.
- Compliant accurate record keeping is important to this role.
- The ability to work on multiple projects simultaneously.
- Ability and willingness to travel throughout the UK as and when necessary, sometimes with nights away.
- A full UK driving licence is required for this position.