

Senior Quantity Surveyor

Roles and Responsibilities:

1. Commercial Management:

- Take the lead commercial role on assigned projects, managing the full project lifecycle from tender to final account.
- Ensure financial control, accurate forecasting, and robust cost management across projects.
- Support the Head of Commercial in implementing commercial strategies and policies.

2. Cost Control and Estimation:

- Prepare and review detailed cost estimates, budgets, and forecasts, ensuring accuracy and alignment with project objectives.
- Provide commercial insight on project variations and value engineering opportunities.
- Produce and where part of a larger commercial team oversee CVRs, cashflow forecasts, and profit/loss reporting for allocated projects.

3. Contract Negotiation and Administration:

- Review and negotiate subcontract orders and client contracts to ensure favourable terms for OCL.
- Ensure all contractual notices, variations, and claims are submitted accurately and on time.
- Resolve day-to-day commercial issues, escalating more complex disputes to the Head of Commercial where required.

4. Valuation and Payment:

- Lead the preparation and submission of interim valuations and final accounts for allocated projects.
- Ensure timely payment recovery, chasing and escalating where necessary.
- Conduct regular site visits to ensure accuracy of interim valuations and payment certificates.

5. Management of Suppliers and Subcontractors:

- Subcontract Orders: Prepare and issue subcontract orders, ensuring clarity and completeness of scope.
- Subcontract Payments: Evaluate and process subcontract payment applications either via Prostruction if working under a Contract for Services, or via Payment Certificate if working under a formal Subcontract Order.
- Subcontract Variation Accounts: Manage and assess variations submitted by subcontractors, ensuring all changes are documented, evaluated, and approved

appropriately, with all costs being recovered from the main contractor or client where possible.

- Subcontractor Performance: Monitor and evaluate subcontractor performance, addressing any issues related to quality, progress, or compliance with specification.

6. Contract Administration

- Commercial and Contractual Correspondence: Respond to any commercial or contractual letters received from the client promptly and professionally, ensuring all communications are well-documented and comply with contractual obligations.
- Notification of Delays: Ensure timely notification to the client of any delays, including documentation and justification as required by the contract.
- Claims: Prepare and submit claims for extensions of time, compensation events and/or loss & expense where necessary, ensuring claims are fully substantiated.

7. Risk Management:

- Identify and mitigate commercial and contractual risks on live projects.
- Ensure compliance with company procedures, the Building Safety Act, and relevant industry standards.
- Maintain accurate commercial records to protect OCL's position in the event of dispute.

8. Reporting:

- Reporting: Maintain detailed records of all financial transactions and prepare regular reports for senior management, including cash-flow forecasts, cost-value reconciliations, and revised profit calculations.

9. Client and Stakeholder Management:

- Build strong working relationships with clients, consultants, and project teams.
- Act as the primary commercial contact on allocated projects, representing OCL professionally and proactively.
- Support the Head of Commercial in maintaining and developing long-term client relationships.

10. Cost Control:

- Change Management: Evaluate the financial impact of any changes to the project scope and ensure that all variations are captured and charged appropriately.
- Value Engineering: Work with the design and project teams to identify and implement cost-saving measures without compromising on quality.

11. Procurement:

- Purchase Orders: Review and approve purchase orders for materials where orders fall out-side of project budgets.

12. Technical Support:

- **Technical Advice:** Provide technical support and advice to the project team on cost-related matters.

13. Team Leadership and Mentoring:

- **Mentor and support** Quantity Surveyors, providing guidance, training, and feedback.
- **Delegate tasks** appropriately, ensuring quality and accuracy in commercial outputs.

Key Skills and Competencies:

- **Analytical Skills:** Strong commercial acumen with the ability to analyse, interpret, and forecast complex financial data across multiple projects.
- **Attention to Detail:** High level of accuracy in cost preparation, contractual documentation, and financial reporting.
- **Negotiation Skills:** Skilled in negotiating contract terms, resolving disputes, and securing favourable commercial outcomes.
- **Communication Skills:** Excellent verbal and written communication skills for clear interaction with clients, stakeholders, and team members at all levels.
- **Leadership and Mentoring:** Ability to lead commercial delivery on projects and provide guidance, support, and training to junior surveyors.
- **Technical Knowledge:** Strong understanding of construction processes, contracts (JCT, NEC, bespoke), and industry regulations including the Building Safety Act.
- **IT Proficiency:** Proficiency in relevant software, such as Prostruction, OnScreen Takeoff, QuickBid, and Microsoft Office [Word, Excel, Outlook].