

JOB DESCRIPTION

Job Title:	Assistant Quantity Surveyor
Reports to:	Surveyor/Senior Surveyor
Accountable to:	Commercial Manager/Chief Quantity Surveyor/Commercial Dir
Job Purpose:	Control of costs, from procurement to Final Account for all aspects of cost. Administration of Sub-Contracts. Production of internal valuations.
Responsible for:	
Staff:	<i>As appropriate - Assistant Surveyors, Commercial Assistants</i>
Scope:	<p>The Surveying Department in an Operating Division is responsible for monitoring and controlling expenditure on all the company's developments by controlling the "cost of sales", as well as ensuring that all Group Commercial policies and procedures are adhered to within the company.</p> <p>The job holder is responsible for Procurement, Payments, Valuations and administration of Health and Safety procedures.</p>

Key Responsibilities

1. Procurement

- With assistance from Commercial Manager prepare subcontract Enquiry List for approval by Head of Commercial and Head of Construction.
- Prepare full enquiry pack, collating all tender information, ensuring fully compliant tender packs are issued.
- Analyse tenders upon return to ensure compliant bids are received.
- With assistance prepare detailed breakdown of build cost included within land acquisition pack.
- Prepare tender analysis comparing individual tenders against each other and against build cost within land acquisition pack.
- Prepare tender authority sheet including recommendation to Commercial Lead for placing sub-contract order.
- For new contractors, ensure Health and Safety Contractor Competency Questionnaires are issued; analyse and action returned questionnaires.
- Assemble Health and Safety Policies, Method Statements and Risk Assessments.
- Ensure all health and safety information is signed off prior to placing Order.
- With assistance compile sub-contract Order, issue for contractor to sign and ensure Order is returned prior to work commencing.
- Attend pre-start meeting, handover completed procurement pack to site team. Taking the 'lead' role on finishing trades.
- With assistance draft Customer Extras Sheet for Commercial Lead to agree with Sales Lead. Price agreed customer extras list with final sub-contractors. Issue Customer Extras List at pre-start meeting.

2. Payments

- Ensure sub-contractor weekly and monthly applications for payment are analysed and checked.
- Prepare interim payments for approval by Commercial Lead.
- With assistance draft Budget estimate summary for approval by Commercial Lead
- Issue contra-charges as appropriate.
- Keep Payment Record Sheets up to date following completion of each weekly and monthly payment run.
- Highlight claims for additional works outside Budget Estimate Summary and report to Commercial Lead

- Settle all Final Accounts expediently after works complete.

3. **Valuations (with Assistance)**

- Carry out monthly progress checklist on site for all relevant sites.
- Audit progress (input by Site Manager) on valuation system.
- Prepare sub-contract accruals.
- Produce Value/Cost Reconciliation (VCR).
- Carry out cost and value reconciliation on all items in VCR and agree final VCR with Lead.
- Prepare Cost Value Comparison (Profit & Loss) notes on VCR report.
- Report/Present on VCR Site(s) at monthly CVC meetings.

4. **Other**

- Follow change control procedure.
- Issue Variation Orders as appropriate.
- Attend sites regularly and frequently to provide assistance and support to site staff.
- Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
- At all times comply with company policies, procedures and instructions.
- Implement new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.

Working Relationships:

Effective working relationships are an essential part of daily working life.
The focus in this role is both:-

Internal: Colleagues within Operating Division; and

External: Sub-Contractors, Consultants

Decision Making Authority:

Authority on all cost issues of a "standard" nature. Any major cost issues should be referred to Line Manager.

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.