



CHIEF QUANTITY SURVEYOR



ABOUT THE ROLE

The Surveying Department in a Homes 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. The jobholder is responsible for assisting the Head of Commercial in maintaining Departmental structure to achieve Company and Departmental objectives; and for ensuring best practice and working closely with the Head of Commercial.

Responsible for: As appropriate - Assistant Surveyors, Quantity Surveyors, Commercial Assistants

Responsible to: Divisional Head of Commercial

KEY RESPONSIBILITIES

1. PROCUREMENT

- Assist Quantity Surveyor in preparation of subcontract enquiry list for approval by Head of Commercial, Head of Construction and Head of Customer Services.
- Prepare budgets for the pre-tendering process for both the QS and the Buyer.
- Analyse groundwork's tenders with QS.
- Ensure that QS and Buyer are achieving the full potential of the tenders.
- Vet all subcontract orders with QS prior to authorising orders.
- Liaise with the Head of Commercial to Authorise subcontract orders following the vetting of the orders.
- In conjunction with Purchasing Department input into the preparation of Bills of Quantities for non-standard designs

2. VALUATIONS

- Initiate accrual cycle.
- Ensure QS's meet pre-valuation deadlines.

- Agree with QS timetable to complete valuations and monitor progress throughout the agreed valuation period.
- Prepare accounts for all the sundry and CTC sites.
- Analyse and investigate valuations presented by the QS.
- Prepare summary of monthly valuation results and go through with the Head of Commercial.
- Agree final results with Commercial Manager / Head of Commercial and prepare valuation board pack for Group Commercial.
- Prepare quarterly preliminary updates for the developments.
- Prepare site progress accumulative figures for Financial Controller.
- Prepare contract performance reports for Managing Regional Director and go through results.

3. BUDGETS (BES's)

- Assist all levels of Surveyors as necessary to allow the Building of the BES. Once the draft BES is complete review and check for presentation / discussion with the Head of Commercial.
- Evaluate Infrastructure / Development / Siteworks / Prelim budgets.
- Ensure draft BES's are issued with sufficient time allowing review and the final sign off process in line with Policy and Procedures.

4. STAFF

- Ensure the right calibre of staff are recruited; and in accordance with company policy and procedures.
- Lead, motivate, communicate with, develop, appraise and performance manage staff to ensure staff are fully motivated to achieve best performance to meet the company's needs.
- Ensure the Department runs in accordance with Company Policies and Procedures
- Ensure compliance with the Group's Health, Safety and Environment Policy within the functions.
- 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.

5. OTHER

- Attend weekly Build and Sales meeting and report on any issues that may arise.
- Liaise with Contract Manager's with regards to any preliminary issues or any re-occurring subcontractor problems.
- Check payments with QS prior to authorisation.
- Check payless notices are issued for differences between applied and certified amounts within the relevant timelines.

- Visit sites with both QS and Contract Manager's and establish 'their problems' and provide assistance and support to site staff. Attend monthly site meetings and present the Commercial report with QS.
- Liaise with Technical Department with regards to company information systems set-up for new sites.
- Liaise with Sales Director with regards to Bonus 2 and Customer Extra queries.
- Where applicable provide information and knowledge with regards to any new land appraisal.
- Preparation of regional price sets / house bills.
- Oversee the maintaining and management of My Redrow system by the Surveyors.
- Participate in internal and external audits.
- As 'deputy' to the Head of Commercial play active part in general management and direction of the Department.

THE PERSON

What kind of person are we looking for?

- Calm, understanding and empathetic approach to situations
- Team orientated, enthusiastic, willing to learn and develop within a fast moving department
- Flexible approach to dealing with issues and challenges
- Good level of interpersonal skills
- Literature in the use of IT
- Self-motivated and able to plan and organise effectively to meet tight timescales
- Analytical, numerate and able to undertake the basic principles of Quantity Surveying
- Resilient in the face of challenging situations and deadlines
- Possess an understanding of the fundamentals and processes required to develop a housing development.
- Manages time effectively to ensure that deadlines are met

These are illustrative duties and the job 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.