

Senior Quantity Surveyor

Level:	Grade 9
Team:	Capital Works
Line Manager:	Commercial Manager – Capital Works
Responsible for:	Quantity Surveyors

About the Job

- Be responsible for a small team of Quantity Surveyors to ensure the delivery of the organisations capital reinvestment programme by arranging the necessary procurement and contract management activities for the Capital Works Planned department
- Collate financial and operational performance monitoring information relating to the delivery of the capital reinvestment programme, and associated planned property maintenance projects, for reporting and governance purposes in accordance with set budgets and key performance indicators (KPIs)

You'll be trusted to

- Ensure team members collate and share the necessary information with the Commercial Manager, in the required timescales, to produce reports and analysis regarding the delivery of the capital investment programme and associated planned maintenance projects
- Ensure team members provide a comprehensive Quantity Surveying service to the delivery of the capital reinvestment programme, in accordance with the procurement strategy outlined for the department
- Ensure team members develop, tender and evaluate contracts in the required timescales, where the organisation requires third party contractor support for the delivery of construction works with the department
- Ensure that awarded contracts are managed effectively, ensuring the organisation receives the goods and services in accordance with set contractual obligations, value for money (VFM) principles and fulfils the requirements of the organisations capital reinvestment programme
- Support the development and implementation of performance management as directed by Capital Works management and investigate ways of improving effectiveness and efficiency
- Assist in the development of works delivery plans to effectively fulfil the organisations capital investment programme and planned maintenance projects
- Manage a team to ensure accurate and timely estimates are provided and monitored to support the delivery of the capital investment programme and associated planned maintenance projects

- Monitor costs, performance and standards of delivery for the capital reinvestment programme and associated planned maintenance projects, ensuring that information is collected accurately, and reported in accordance with deadlines and standards, both internal and external
- Provide analysis relating to expenditure forecasts and cash flows to assist the Capital Works management team in achieving their objectives
- Assist in the recording, measurement and monitoring of progress of the financial position towards delivering the organisations capital reinvestment programme and associated planned maintenance projects, using Best Value Indicators and Key Performance Indicators as required
- Provide estimate and budget costs for a variety of planned maintenance projects including elemental tracking to ensure the monthly profile of all projects is adhered to
- Provide guidance, advice and support to the Quantity Surveyors within the area of responsibility
- Ensure regular contract review meetings with appointed third party contractors take place, and report on their financial, operational and safety performance in relation to the required service standards
- Be aware and promote current Health and Safety Legislation to ensure safe working environments and working practices for works associated with reinvestment programmes and associated planned maintenance projects
- Be competent and confident in using standard business computer software packages and other specialised applications to support the delivery of key business outcomes
- Work with Capital Works management to frequently review the needs of the organisation from the commercial team, and recommend training and development opportunities to improve the support and service provided from team members
- Prepare and aid in the delivery of, agreed performance targets that contribute to team plans, and deliver quality outcomes within set budgets
- Set targets based on bills of quantities, plans and specifications plus site measurements
- Contribute to new ways of working through partnership and consultative arrangements
- Undertake specific project management initiatives as required, relating to policy or service initiatives
- Have an awareness of appropriate legislation and statutory requirements
- Use the most appropriate form of communication with internal and external stakeholders at all levels, ensuring to correspond in a professional manner and promote the services of Vico Homes
- Be aware and promote Health and Safety legislation to ensure safe working environments and working practices for works associated with the capital reinvestment programme and associated planned maintenance projects
- Deputise for the Commercial Manager – Capital Works as required
- Undertake any other duties commensurate with the overall purpose of the job and grade

Who you'll work with:

Internal: Vico Homes colleagues at all levels of the organisation

External: Stakeholders / Tenants, Suppliers, Manufacturers, Contractors / Sub-Contractors, Specialist Contractors, Statutory Bodies, Design Consultants, other Registered Providers (RPs)

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 5 of the Framework for Higher Education Qualification, such as a First Degree, Award, Certificate or Diploma at level 5 or equivalent	✓		AF/CQ
Experience in the management and monitoring of financial information associated to the delivery of planned property maintenance and/or capital reinvestment programmes	✓		AF/I
Experience in the management of procurement activities, with good communication and negotiation skills	✓		AF/I
Proven track record in a similar position in the construction sector, or Property Services department of a large Registered Provider (RP) or local authority	✓		AF/I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A well-developed understanding of construction delivery	✓		AF/I
Knowledge and practical experience of using IT as analytical and management tools	✓		AF/I
Experience of working with construction related contracts such as JCT 2011, JCT 2016, etc	✓		AF/I
Able to demonstrate an ability to solve complex contract management issues considering corporate objectives	✓		AF/I
Knowledge and experience of procurement routes, project and budget management and reporting	✓		AF/I
Ability to write reports and present information in a variety of formats	✓		AF/I
Capable of delivering results accurately, under pressure, and within short timescales	✓		AF/I
A confident, independent, and effective decision maker	✓		AF/I
Committed to the aims and ambitions of the organisation and social housing sector	✓		AF/I
Hold a full valid UK driving licence with access to a vehicle and the ability to travel throughout the Vico Homes operating area and to other locations as required on a daily basis	✓		AF/CQ
Flexible in approach with a willingness to work outside normal office hours on occasion in order to meet the needs of the service	✓		I
Management qualification such as ILM or equivalent		✓	AF/CQ
Ability to operate within a regulatory environment		✓	AF/I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification