

<b>Job title</b>	Quantity Surveyor	<b>Date</b> October 2024
<b>Reports to (title)</b>	Commercial Manager/Head of Projects/Senior Managing Surveyor	
<b>Contract/Department</b>	Operations & Commercial	<b>Revision 5</b>
<b>Location</b>		

## Job purpose

Describe the overall purpose of the job in two or three sentences.

Responsible for providing a consistent commercial framework for projects from pre-tender to final account, with a proactive approach to risk management and contract value optimisation.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Implement, direct, monitor and control the EMCOR UK commercial framework consistently across all projects including customer contracts, risk and legal requirements.
- Improve the profitability and competitive performance of the business through selling and negotiating skills and maximising opportunities.
- Relentless pursuit of reduced risk and optimised profit on a contract/contract basis and of additional valuable opportunities.
- Establish business relationships with internal stakeholders, such as: Operations, Procurement, Estimators & Finance functions within the division.
- Provide monthly business analysis of projects to the senior project management team.
- Provide commercial input to business proposals.
- Full responsibility for the negotiations, variations, valuations, interim applications, contract notices, final accounts, and retentions of both customer accounts (and subcontractors).
- Support Project Managers on the Business as Usual Account for record keeping, financial planning, quotations, and invoicing.
- Display EMCOR UK's values through the application of professional commercial practice and principles.

- Provides effective and appropriate leadership, including team spirit and company ethos, culture and values.
- The above is not an exhaustive list of responsibilities and other reasonable duties may be required of the individual.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Responsible for comprehensive financial input on full project lifecycle, possibly working with Assistant QS.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

### Essential Experience:

Relevant Quantity Surveying/Commercial Management experience within the FM, M&E, Construction, or Engineering sector.

- Demonstrable experience of project financial management, cost estimating, contract value optimisation, and advanced commercial acumen.
- Thorough understanding of commercial principles behind construction methodology.
- Proven experience in interaction and negotiation with internal and external stakeholders on time, price and quality in effective project delivery.
- Strong analysis and report writing skills.
- Fully IT competent, specifically regarding project scheduling and programming software.

- Demonstrable skills in dealing and working closely with internal and external customers and suppliers on complex and interrelated issues.
- To be able to communicate at all levels, with excellent written and oral skills.

## Education/Training:

Minimum:

- Relevant qualification in Construction related discipline, preferably with a professional accreditation.

Desirable (all must be valid and in-date):

- Degree in Quantity Surveying
- Chartered Member of the Royal Institute of Chartered Surveyors, or Chartered Institute of Building.
- Chartered Surveyor Degree Apprenticeship programme graduate.
- Recognised technical qualification in Engineering, Construction, Facilities Management or related discipline.
- Experience with using SIMPRO, CEMAR, or similar Project Management software.

## Behaviours:

- Strong moral and personal integrity.
- Forensic attention to detail.
- Results-orientated outlook.
- Proficient communicator, motivator, negotiator and influencer.
- High level organisational ability.
- Confident working in a high-paced environment with multiple consecutive delivery points.
- Agile professional; good team player with ability to work autonomously.

# Job Description

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

UK travel will be required.  
 Must hold a valid UK Driving Licence.  
 Required to wear corporate PPE.  
 To have a professional approach to work alongside our prestige customer/s.  
 Must be able to attain DBS Clearance (Essential)  
 Ability to attain BPSS, SC and or DV security clearance as necessary.

<b>Line Manager Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<b>Job Holder Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	