

Job Description

Job title	Senior Quantity Surveyor	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

The driver for developing contract value optimisation, tracking Divisional performance of the services business, will continue to develop and implement a consistent commercial framework for the projects business and develop/adapt and implement a proactive approach to risk management reducing risk to as low as reasonably practical. The role will include leading the assessment and delivery of projects in line with Group policies and procedures

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 MWE commercial framework consistently across the Projects division 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 operations, estimators & finance functions within the division
- Provide monthly business analysis of the MWE projects to Commercial and Operational Management
- Provide commercial input to business proposals
- Full responsibility for the negotiations, valuations, interims and final accounts
- Support Contract Managers on the Business as Usual Account for financial planning, quotations, and invoicing
- Provides effective and appropriate leadership, including team spirit and company ethos, culture and values
- Accountable for own development plan for continuous improvement of competences

Resource responsibilities

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

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Person specification

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

- Extensive experience in a services environment of value led sales pricing and general cost estimating
- Experienced in contract value optimisation
- Experience in preparing and negotiating legal and commercial aspects of sizeable contracts
- A thorough understanding of the principles of risk management
- Strong analysis and report writing skills demonstrating attention to detail
- Able to work as part of a team and communicate issues to both Divisional Commercial Manager and local colleagues
- Good presentation skills, both written and oral with high drive and energy levels
- Proven ability to contribute to the development of long-term business plans and commercial strategy
- Proven experience in negotiating complex deals with third party suppliers
- Ideally qualified to HNC/degree level in engineering, commercial management, business administration or facilities management
- Valid full driving licence
- Willingness to obtain SC Clearance

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.

Job Description

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

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

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