

# Job Description

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<b>Job title</b>	Graduate Quantity Surveyor	<b>Date</b>
<b>Reports to (title)</b>	Senior Managing Surveyor	
<b>Contract/Department</b>	BT Account	<b>Revision</b>
<b>Location</b>	TBC	

## Job purpose

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

<p>To assist with providing commercial and cost control across the southern region projects group, that delivers multi – trade design and build packages, values ranging from £25K + , throughout the life of any given project, that provides EMCOR Group (UK) plc with the most optimum and sustainable financial return possible. Whilst ensuring that all matters appertaining to commercial risk, improved margin opportunity, cash collection is managed with a diligent and professional manner at all times, within a fast and dynamic moving end user environment.</p> <p>As part of a successful team, create close working relationships with the respective project teams on matters concerning value for money whilst still achieving correct business ethics, standards and quality, all within a framework environment of financial control.</p>
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## 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.

<ul style="list-style-type: none"> <li>• To assist with the day to day management, on a project by project basis of commercial risk evaluation for the pursuit of an optimum successful outcome, whilst ensuring mitigating factors are dealt with at all times and report to the Senior QS on a regular basis to outcomes and actions taken.</li> <li>• Assist in managing all sub contract packages from commencement through to completion, with the primary purpose of agreeing all variations, final accounts in a timely manner, consistent to the contractual time frames.</li> <li>• To be able to negotiate with all respective suppliers and sub-contractors as necessary, throughout the project in ensuring best value is obtained throughout.</li> <li>• Improve the profitability and competitive performance of the business through selling and negotiating skills and maximising opportunities.</li> <li>• Assist in the preparation of cost workbooks and variations accounts in a timely manner. This is done via Simpro (training provided)</li> <li>• To prepare all valuations and final accounts in accordance with the contracts and submit to our clients for approval.</li> <li>• Assist in the preparation and present detailed contract review data to the projects team and projects director on a monthly basis, providing accurate contract performance projections in terms of both revenue and gross margin.</li> <li>• Implement, direct, monitor and control the EMCOR UK commercial framework consistently across the division including customer contracts, risk and legal requirements.</li> <li>• Track Divisional financial performances at all times in line with Group policies and procedures.</li> <li>• To be able to engage and work closely with all respective procurement and project managers, in pursuit of ensuring all commercial and financial matters are captured at all times, with the primary purpose of improving the financial performance of the project.</li> </ul>
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- Advise the project team on all contractual issues and matters as and when necessary.
- To engage with the estimating/bid team at all times in ensuring that all commercial and financial information has been handed over to the operational team effectively, that allows no risk to be introduced to the project, due to lack of knowledge or information.
- Establish business relationships with operations, estimators and finance functions within the division.
- Assist in providing commercial input to new business proposals as and when requested.
- To be able to work to tight timescales set by our customers and to that end be able to effectively manage their workload to suit.
- To have a team spirit and company ethos, culture and values.
- Ability to work as a team at all times, driving for one single successful outcome.
- Protect the EMCOR UK "brand" through the application of professional commercial practice and principles.
- To be able to operate within the corporate governance of EMCOR Group (UK) plc at all times
- To ensure that customer service and satisfaction is at the forefront of everything we do, without the detriment to contract performance being affected.

## 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.

- Hold sufficient educational qualifications in mathematics, English and sciences
- Construction trade background experience would be advisable.
- Demonstrate a track record of working in a systematical and methodical approach
- Ability to future enhance negotiating skills, legal and commercial aspects.
- Able to provide an entrepreneurial approach to the enhancement of project performance.
- Able to work as part of a team and communicate well with all members.
- To be able to work effectively within the governance framework set out by EMCOR Group (UK) plc.
- To be able to effectively communicate at all levels.
- Demonstrable customer service/focus approach.
- Be aware 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 senior commercial and operational managers

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<ul style="list-style-type: none"> <li>• Hold excellent presentation skills, both written and oral. Computer literate with sound knowledge of excel, word and email accounts</li> <li>• Proven ability to contribute to the development of long-term business plans and commercial strategy.</li> <li>• To command high levels of energy with a positive outlook. Always working to achieving solutions, with creative thinking at the forefront.</li> <li>• Ability to work to tight time schedules and highlight workload issues in a proactive manner.</li> <li>• Proven ability to contribute to the development of long-term business plans and commercial strategy</li> <li>• Proven experience in negotiating complex matters with third party suppliers</li> <li>• Valid full driving license.</li> </ul>
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## 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.

<p><b>Travel to various sites each week will be required</b></p>
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Line Manager <i>Signature</i>	
Print Name	
Date	

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

FOR HR USE ONLY:
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# Job Description

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<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	
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