

Senior Quantity Surveyor

INFORMATION, JOB DESCRIPTION & PERSONAL SPECIFICATION



Gen²
SMARTER PROPERTY

Senior Quantity Surveyor

Information, job description and personal specification

The purpose of this document is as a guide to provide you with details of our company; what you can expect when you work with us; our requirements of the role; and skills and competencies that we will be looking for in a potential employee.

Who we are

Gen² are trusted public sector property experts.

We are transforming the management of public buildings and spaces for current and future generations through our inside knowledge of the sector.

And we're growing. Having successfully secured a five-year agreement with Kent County Council's infrastructure division and securing new clients, Gen² is looking to expand its talented team of property professionals.

We manage 1,800 properties with a combined value of £1.87bn and have delivered £535 million of capital projects over the last three years. Our team of experts enable and facilitate the delivery of a diverse range of services for the public sector across London and the South East.

Gen² are driving innovative new changes to support the need to deliver services differently. We are keen to work with an exceptional individual who has the energy, drive and ambition to help us do things differently.

Someone who shares our commitment to improving public services and who is able to bring skill and commercial awareness to ensure we deliver value for money and maximise clients' assets.

Our Vision

Our vision is to be the trusted property services advisor of choice to public sector clients in London and the South East. We understand our client's needs and objectives and our work supports the delivery of social and financial value. We do this by delivering excellent standards of service, in a commercially aware but ethical manner.

Gen²



JOB & BENEFITS SUMMARY

Senior Quantity Surveyor

Job Title: Senior Quantity Surveyor, Full Time

Location: Sessions House, Maidstone

Responsible to: Head of Capital Projects

Salary: Competitive

Holiday Allowance: 25 days

Pension: Company Pension

Purpose of the job

Responsible for Cost Management across the GEN² business and delivery of capital projects and programmes.

This role supports the execution of the Company Strategy as set by the Executive Team, the day to day operation of the business and delivery of the company Business Plan including its growth targets.

The post holder will have direct responsibility in their team for service delivery and improvement, recruitment, management and development of staff, supporting the Head of Capital Projects deliver the profit and loss management with responsibility to see the cost centre delivers to budget.

Responsible for the appropriate cost management of Works Programmes and one off Capital Projects across Education, Corporate and Housing sectors.

With the Head of Capital Projects, Programme Managers, provide strong leadership to the company, transforming culture, quality and profitability.

Main duties & responsibilities

- Managing the QS team to ensure effective systems and process for managing budgets, risks, quality and change control and effective governance is in place to ensure projects are managed within tolerance and authorities.

- Managing QS aspects of programmes and projects from inception to completion including cost control, planning, forecasting, estimation and agreement of the final account.
- On-going cost analysis of maintenance and repair work.
- Feasibility studies and early stage cost advice and cost management.
- Reporting on the financial position of projects to clients.
- Contract Administration and Employers Agent roles.
- Procuring and tendering of work to contractors.
- Analysing completed work and arranging payment to contractors.
- Site visits, assessments and projections for future work.
- Writing reports and preparing documents (plans, contracts, budgets etc.)
- Preparing and producing specifications for works, tender and contract documents.
- Risk Analysis and Evaluations.
- Implement a Resource Management process including load and capacity planning for all key project skill groups to minimise resource bottlenecks and maximise resource utilisation.
- Support Programme Managers as well as direct management, the performance of internal and supplier project resources to drive delivery of scope to programme, cost and quality.
- To develop senior level client relationships in order to secure new commissions, retain current commissions and grow the business in a way that adds value to the clients' operational effectiveness and the company's commercial success.
- To use her/his network of business and commercial services sector contacts and keep abreast of developments specific to the property consultancy market, to produce new thinking and initiatives that can be deployed within the business, with existing clients, or to inform the company's approach to improving productivity, efficiency and cost effectiveness; all in order to reduce the cost base, increase margin and support the winning of new business.
- Work with Gen² colleagues and suppliers to support a whole life cycle approach to the management of assets in order to maximise asset performance and achieve best value. Specifically, consider a "soft landings" approach to the building of new assets to minimise maintenance costs over the life of the assets.
- Be the lead Cost Management representative in the Gen² business, providing quality technical advice to Gen² staff and customers in all matters relating to cost management. Where required by Clients, deliver senior advice to stakeholders such as Members and Director of Services and at key governance meetings and committees.

- Ensure that the procurement of suppliers is carried out compliantly with procurement regulations. Develop collaborative relationships with key suppliers and ensure their performance is managed effectively.
- Carry out regular reviews of service requirements, develop existing KPIs and adopt best practice in order to identify opportunities for service improvement and cost efficiencies.
- Take the lead on the continuous improvement of Gen²'s cost management expertise, including accreditations, training and development plans, Continuous Professional Development activity and Thought Leadership in this discipline.
- To support the Head of Capital Projects by contributing to monthly reports to the Company Board providing the Board with advice and guidance on all matters related to service delivery, commercial issues, securing new business, quality assurance, compliance, health and safety and resourcing.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

PERSONAL SPECIFICATION

The following personal specification outlines what we are looking for in an applicant. Applicants should describe in their application how they meet these criteria.

Applicants who have a disability and who meet the criteria will be shortlisted.

<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • Quantity Surveyor – RICS qualified. • A breadth of knowledge across all aspects of cost management. • Excellent technical knowledge in commercial environments. • Good experience of communicating effectively with clients. • Experience of acting as Commission Manager on medium to large scale projects and/or those with a high level of complexity • Experience of advising clients on Value Management, Value Engineering and Life Cycle Costing. • Experience of managing the financial management aspects of a commission, for example margin management and resource planning. • Knowledge of quality assurance systems including ISO standards.
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	<ul style="list-style-type: none"> • Knowledge of construction methodology and RIBA Plan of Works. • Knowledge of Construction Frameworks, Contracts (professional services and construction) and The Public Contracts Regulations.
SKILLS	<ul style="list-style-type: none"> • An outstanding leader with a track record of developing effective teams. • A confident and competent public speaker in fluent English able to persuade and convince an audience. • A good communicator in written English, able to produce written documents that are concise and persuasive, using jargon only where it adds to understanding. • Well-developed emotional intelligence, able to read situations and people so as to build effective and collaborative relationships, up and down the business, as well as with clients and stakeholders. • A well-developed awareness of customer needs and a commitment to continually improve service delivery. • Financially aware, having managed large budgets. • Well-developed commercial and business acumen.
APTITUDE	<ul style="list-style-type: none"> • Prefers team work to working alone. • Is at ease in the presence of company directors, senior client representatives and able to command a sense of personal professional gravitas without being overbearing. • Has a concern for developing others professionally and growing talent from within the business. • Has a corporate approach to managing her/his areas of responsibility, seeing the bigger picture • Ability to work under pressure, organise and prioritise own work, ensuring agreed programmes and project requirements are met and customer demands accommodated.
EXPERIENCE	<ul style="list-style-type: none"> • Primarily in the private sector with large property organisations serving large public sector clients.



	<ul style="list-style-type: none"> • Track record of successfully delivering programmes, adopting appropriate cost and risk management strategies, and Client and Stakeholder Management. • Cost Management across various sectors including Education. • Track record of delivery against a business plan and P&L. • Supply Chain Management including use of KPIs. • Various Forms of contracts from professional services to construction contracts.
<p>VALUES & BEHAVIOURS</p>	<p>PROFESSIONAL</p> <ul style="list-style-type: none"> • Employees are expected to maintain the highest professional <p>COMMERCIAL</p> <ul style="list-style-type: none"> • Employees should provide optimum financial outcomes for our clients. <p>COLLABORATIVE</p> <ul style="list-style-type: none"> • Employees work with clients to achieve success. <p>INNOVATIVE</p> <ul style="list-style-type: none"> • Employees deliver smarter property solutions.

