

Senior Quantity Surveyor

Job Specification

Role:	Senior Quantity Surveyor
Team:	Building Surveying
Location:	Sidcup
Term:	Permanent

About Frankham

Introducing an exciting opportunity to join the Quantity Surveying Team as a Senior Quantity Surveyor with the opportunity to work from home.

Frankham are seeking an ambitious and highly motivated Senior Quantity Surveyor to join our team to act as a Technical Lead, capable of taking a lead role in client management, driven towards developing the team and energised to assist with our digital transformation.

At Frankham, you'll find yourself working as part of a young, growing and enthusiastic team. This role will provide the opportunity to work on a vast array of projects including residential refurbishment, new build, Bluelight, healthcare and public buildings well as genuine opportunities for career progression.

Our people are practical, friendly and are passionate about what they do. We believe in enjoying our work, going beyond expectations, and having fun in doing so.

Our belief is simple: *use intelligent ideas to create human benefits.*

Job Summary

- Understand the Client's aspirations, establish the Project Brief and agree the best implementation strategy.
- Prepare feasibility stage reports confirming likely expenditure, optional costs and anticipated programme to a level of detail informed by design progress and Client's constraints (time and budget); including liaising with other consultants.
- Review procurement strategy and advise the most appropriate solution in terms of contract form, cost certainty, flexibility and timescales.
- Liaise with all project team members to agree the proposed solution meets the brief in terms of functionality, statutory / legislative requirements, value for money / budget constraints, delivery programme and other related issues (e.g. sustainability)
- Produce appropriate tender documentation to secure a robust response including reviewing design information, confirming tender lists and responding to queries.
- Monitor design development and track commercial impact on agreed budget precedent to producing a detailed pre-tender estimate.
- Attend tender opening, undertake adjudication / reporting function including convening post-tender interviews, as necessary.
- Collate Contract Documentation ensuring it is complete and properly executed.
- Convene, chair, minute and attend (as agreed) all necessary progress meetings.

- Undertake post contract administration duties (again as agreed) including issuing all necessary instructions / certificates and processing interim payment applications.
- Provide regular progress reports advising performance against programme and budget, anticipating potential issues and advising possible solutions.
- Agree the Final Account for the completed project considering all matters which may have had a material impact on cost and implementation.
- Gather, produce, respond to and disseminate in a timely manner all correspondence and other material pertaining to the above and the project as a whole; including saving data in accordance with Company policy.
- Providing advice / technical support to the rest of the team and the Company as a whole on an ad hoc basis.
- Generally keeping up to date with new initiatives, changes in legislation, etc. affecting the industry as a whole and performance of professional services in particular.
- Any other duties reasonably required of the post-holder following consultation.
- To assist in the preparation of SQs and Fee Bids. To assist in the production of website news, case studies and other marketing content for all projects.
- To assist in the development of new business opportunities and repeat business.
- To contribute as directed to team management meetings.
- To become fully conversant with Workbench and interpretation of Workbench Reports.
- To assist where directed in developing, owning, communicating and putting into practice ideas to improve the performance of the team, the Profit Centre, the Division and the Group.
- Support the Regional/Group Manager in the development of the Profit Centre Business Plans.

Key Skills and Tasks

- Be enthusiastic, proactive, flexible and adaptive in the pursuit of achieving the planned team goals and targets.
- Able to collaborate with the Assistant Manager/Manager.
- Assist junior members in the team with any technical queries.
- Displays persistence, determination and energy in overcoming obstacles.
- Confident and professional communication skills with both external and internal customers.
- Effective working relationship with all levels and disciplines both within the Business and wider Group. A team player.
- Maintaining professional competencies required by the post.

About you and previous experience

- Should have experience of a variety of construction projects within both the public and private sectors; familiarity with healthcare, education, housing refurbishment (including re-cladding), mixed use new build residential developments would be advantageous.
- Proven knowledge of all aspects of Quantity Surveying including both pre and post contract related duties. Ideally able to offer direct client liaison with some experience in team management.

- Should be conversant with Excel spreadsheets and other standard Windows applications. Familiarity with bespoke industry software; Causeway CATO in particular would again be advantageous.
- Chartered Surveyor MRICS with a minimum 5 years' experience within the built environment on and off site.
- Undertake CPD in accordance with RICS Regulations

Benefits & Initiatives

Frankham offer excellent benefits and initiatives, including:

- Home/office working policy.
- Flexible working policy.
- Annual leave - sell, buy & carry-over policies.
- Health Shield cash plan.
- Long service award.
- Incentive scheme.
- Frankham Friday.
- Cycle-to-work scheme.
- Life assurance.
- Annual season ticket loan.
- Generous maternity & paternity pay.