CREU MENTER CREATING ENTERPRISE

THE SOCIAL ENTERPRISE MARK
TRADING FOR PEOPLE AND PLANET

JOB DESCRIPTION

1. JOB DETAILS

JOB TITLE	Quantity Surveyor
REPORTS TO	Commercial Manager
DIRECT REPORTS	None
TEAM	Creating Enterprise
LOCATION	Creating Enterprise Operational Area – to include Holyhead Factory
HOURS OF WORK	42 hours per week (Monday-Thursday 8am-5pm, Friday 8am-4.30pm)
SALARY DETAILS	Salary Negotiable based on Experience

2. PURPOSE

To undertake quantity surveying duties to ensure commercial activity is efficient and cost effective.
To take a lead role in the contract administration and running of the capital timber frame modular builds out of the Holyhead office.
To assist, when required, with general quantity surveying and commercial duties relating to core capital and revenue projects and programmes.
To monitor and report contract and strategic financial positions to the Commercial Manager and/or other managers as directed.
To support Employment Academy participants as required providing on the job guidance to trainees and volunteers.

3. DIMENSIONS Scale and Diversity

Work is office based (dual location), in both Holyhead and Mochdre, but the post holder is expected to undertake site visits within the operational area of Creating Enterprise as directed by the Commercial Manager.

4. MAIN ACCOUNTABILITIES

SPECIFIC TO MODULAR TIMBER CONSTRUCTION

To carry out cost appraisals / procurement of new contracts relating to modular timber frame construction.

Procurement of sub-contractors.

Value Engineer cost to maximise margins, whilst continually focusing on carbon zero outputs.

Undertake Contract administration duties, including preparation and submission of applications for

payment for all modular timber frame projects

Prepare cash flow forecasts.

To ensure all commercial viability reports are presented to the Commercial Manager and Managing Director on a monthly basis

To be the main point of contact for all external clients and internal clients, for matters relating to timber frame modular construction.

To be the main point of contact for technical queries between clients, Creating Enterprise and our modular timber frame designer/partner.

To “meet & greet” potential customers (alongside the Managing Director and others).

GENERAL

Undertake pre and post contract contracting duties, including evaluation of tenders and managing Final accounts.

Produce Bills of Quantities and complete tender documentation for planned and revenue schemes.

Produce contract Preliminaries to identify overhead and Client costs.

Have a good understanding of contract forms including the main JCT and NEC Forms of contract.

Ensure integration of operational systems into in-house IT systems.

To undertake regular meetings with the management accountant to ensure cohesive Income and Expenditure Reports.

Undertake post contract Audits of completed development projects in line with the Financial Regulations.

Work with Commercial Manager and Site Managers and the like to enable a cost effective and quality performance across all work streams ensuring optimum Health & Safety at all times.

Accept extra duties as situations arise.

5. CORPORATE ACCOUNTABILITIES

To actively support the overall delivery of Creating Enterprise’s objectives to provide an excellent, innovative and truly customer focused service.

As a representative of Creating Enterprise, to, promote and maintain a positive attitude and image at all times.

To positively promote Creating Enterprise’s values; constructively challenging traditional ways of working, contrary behaviour or comments.

To make sure feedback is actively sought in order to inform service improvement for customers and develop more efficient and effective ways of working.

To make sure compliance with Creating Enterprise’s Standing Orders, policies and procedures.

To support the development, review and implementation of policies and procedures, in particular of:

- Health, safety and welfare initiatives
- Creating Enterprises’ principles on Equality and Diversity
- Risk management initiatives
- Performance management practices

To use ICT technology and systems effectively by developing appropriate skills, adopting efficient business processes, and maintaining data securely and accurately.

To work collaboratively where required.

6. WORK CONTEXT (environment, type of equipment)

The role is office based but there be a requirement to travel to outside venues as required.

7. AUTONOMY AND DECISION-MAKING (limits and freedoms)

Freedom to carry out allocated functions and decisions as delegated by the Commercial Manager.
Examples of decisions that are referred are:

- Any items involving expenditure outside agreed works.

8. COMMUNICATIONS (the main communications that take place. frequency, purpose and method)

INTERNAL	**Direct reports and with Managers of Cartrefi Conwy**. **Line Manager** – As required to give progress reports and discuss business plans.
EXTERNAL	**Contractors -** to liaise in respect of requirements and costs.

9. AREAS OF COMPLEXITY (what provides most stretch)

Time restrictions to carry out daily list of activities.

10. AGREEMENT

Job Holder's Signature:	**Date:**
Line Manager's Signature:	**Date:**

Person Specification
Quantity Surveyor

ACADEMIC / PROFESSIONAL QUALIFICATIONS	Essential / Desirable	How this will be assessed
3 years' post-graduation experience in construction	Essential	Application/ Certification
Post-graduation degree	Essential	Application/ Certification
Professional membership of RICS or similar	Highly Desirable	Application/ Certification
KNOWLEDGE & EXPERIENCE		
Previous experience of managing small to large value contracts within social housing / public sector	Essential	Application/ Interview
Previous experience of manipulating data and evaluation of costs against Schedules or Rates	Desirable	Application/ Interview
Contractor quantity surveying experience delivering projects using JCT and NEC Forms of contract	Essential	Interview / Assessment
Client side quantity surveying experience delivering projects using JCT and NEC Forms of contract	Essential	Interview / Assessment
Ability to Prioritise in line with commercial requirements	Essential	Application/ Interview
Knowledge of zero carbon principles	Desirable	Application/ Interview
Knowledge of timber modular build	Desirable	Application/ Interview
SKILLS AND ABILITIES		
Ability to speak Welsh.	Desirable	Interview

Strong Organisational and communication skills	Essential	Interview / Assessment
Ability to negotiate	Essential	Interview / Assessment
Work to stipulated deadlines	Essential	Interview / Assessment
Advanced Problem-Solving Capabilities	Essential	Interview / Assessment
Excellent decision making ability by evidencing thorough and detail orientated approach	Essential	Interview / Assessment
Have a full clean driving licence and use of own car.	Essential	Interview
IT Skills	Essential	Assessment
CORE COMPETENCIES		
Serving Customers – Excellent interpersonal and customer service skills	Essential	Interview
Collaborating – Ability to work as part of a team	Essential	Interview
Decision making - Ability to work independently and organise and prioritise own workload	Essential	Interview
Improving - Ability to identify / suggest new ways of working	Essential	Interview
Communicating - Excellent communication skills both oral and written	Essential	Interview
Leading - Initiative and enthusiasm	Essential	Interview
Delivering Results - Ability to work under pressure and to meet tight deadlines	Essential	Interview

Creating Enterprise are committed to Equality and Diversity in our activities
Where disability precludes, this will be reviewed with candidates at interview stage to ascertain if there are any reasonable adjustments that can be made to this requirement.