

Role Title: Quantity Surveyor, Concertus Design and Property Consultants**Based: Ipswich****Salary: TBC****ROLE PURPOSE: To provide Quantity Surveyor services for Concertus Design and Property Consultants Limited****Accountabilities****1. Team work**

- Participate as a member of the Concertus team supporting colleagues and working collaboratively to develop the business
- Work flexibly to support delivery across the service
- Take ownership for own personal development

2. Customer service

- Provide an efficient and business-like point of contact. This includes responding to internal and external enquiries and (via face to face, telephone, email).
- To liaise with, and give advice to Clients. Liaison with all relevant outside agencies, private consultants, housing associations, etc. Dealing with Local and Government Departments, funding agencies and senior management of contracting organisations of all categories.

3. Business delivery

- Reporting Arrangements and Main Contacts
- Preparing feasibility studies, preliminary estimates, cost plans, data bases, tender and other analysis and provide advice on the economics of design at the early stages of a project. Provide advice on and use of whole life costing techniques.

Measures of Success

- Feedback from team members/ line manager
- Contribution to service delivery
- Team performance
- Accuracy and timeliness of support
- Efficiency of system and process
- Feedback from stakeholders
- Business delivered within budget and to agreed targets
- Feedback from staff and managers
- Business delivery performance indicators
- Feedback from stakeholders
- Effective delivery of agreed outcomes

What you need to know

Business qualification or equivalent experience/

Business focussed.

Proficient in Microsoft Office

Effective communication skills across a range of contacts.

Ability to work effectively under pressure

- To prepare high quality tender documentation including Bills of Quantities and Specifications using computer techniques. Undertake pricing documentation during tender period as and when required. Negotiating contract sums as necessary.
- Utilise industry software and guidance information such as BCIS and cost publications.
- Examination and analysis of tenders, prepare cost breakdowns and initial cost profile. Negotiate contract sums as necessary.
- To control all post contract procedures, make valuations for payments, producing financial reports and monitoring actual and anticipated expenditure against profile. Assisting Contract Administrators and the like in the preparation of AI's, evaluation of claims for extensions of time, etc.
- To prepare final accounts and agree with contractor including verifying claims, dealing with audit procedures.
- Project manage the running of schemes, plan, set objectives, provide direction, programme, monitor, control and advise on related matters including issue progress reports and in post contract reviews.
- Undertake project management techniques to satisfy planning, interface with designers, agencies and all stakeholders, implement and maintain quality control requirements, financial management and project reporting requirements.
- Advise on contractual procedures and financial regulations.
- Apply and report on the principles of risk management.
- Ensure that customer requirements are identified and agreed with the client. Collect all feedback information and monitor, particularly in conjunction with the SLA and client requirements.
- To ensure/contribute/lead on the delivery of quality assured, client focused products and services to meet the agreed requirements of the customer.

How you Act

Team worker – You work collaboratively with your team to achieve better outcomes for customers.

Service deliverer – You focus on delivering a service that provides great outcomes for our customers.

Customer focused – you put the customer first.

Shows initiative – you come up with ways of improving how we do things.

Well organised – you prioritise your work to get things done.

Willing to learn – you want to acquire new skills that will support you in your role.

Flexible attitude – you are prepared to work flexibly to deliver the service

- To contribute to the operation and development of the Business Management System to ensure the continuous improvement of quality assured services/products for clients.
- Carrying out professional research projects. Assisting in the investigation, reporting and recommending the implementation of new procedures and techniques. Taking responsibility for the delivery of an initiative, commission or groups of commissions.
- Ensure the implementation and compliance of all Concertus policies, procedures and guidelines including the Concertus Health and Safety Policy.
- To carry out any other duties that may reasonably be required by the Team Leader Quantity Surveyor. To represent the Team Leader Quantity Surveyor as required and appropriate.
- Comply with Concertus policies, procedures and guidelines including the Concertus Health and Safety Policy.
- To carry out other duties appropriate to the level and character of the post.

4. Communicate effectively

- Create a positive and professional first impression of Concertus.
- Deal with all contacts professionally.