|  |  |
| --- | --- |
| Job Title: | QUANTITY SURVEYOR |
| **Business:** | **Taylor Wimpey West London**  |
| **Location:** | **Hook, Hampshire**  |
| **Reports to:** | **Senior Commercial Manager/Commercial Director** |
| **Main Interfaces** | **All staff involved in site development** | **External suppliers of materials and labour** |

|  |
| --- |
| Overall Purpose |
| Full commercial management of a number of housing projects from conception to completion. Monitor and report build costs periodically reporting any savings and excesses.Undertake procurement activities for all aspect of the build. |

|  |
| --- |
| Key Activities |
| 1. Full commercial management of housing projects  |
| * Calculate all the prime costs on developments within the business, reporting any movements in the costs since the preparation of the land purchase exercise. Prime costs to include but not restricted to house pricing, labour costs, site work operations and remediation work.
* Provide a detailed cost budget and share with Site Manager at the appropriate time.
* Detail a labour cost schedule including anticipated target hours if applicable.
* Maintain schedules of quantities and price them individually for prime cost budget.
* Maintain the development budgets both in COINS and BoQ.
* Carry out full CVR process and prepare and present information for P&L meetings.
* Attend site and carry out valuation/payment ticks.
* Carry out viabilities on new land as directed.
 |

|  |
| --- |
| 2. Resource Management |
| * Liaise with the Sales and Design and Planning Departments with regard to specification on a site-by-site basis, advise on cost and availability of materials and products and produce specifications.
* Liaise with Production Management in respect of the programming and delivery of material supplies and subcontract trades.
* Provide information on level of WIP commitment required by liaising with Production.
* Monitor and report on sub-contract performance.
* Negotiate and procure all materials, labour and plant to ensure that the BU output programme is carried out professionally and within budget
* Liaise with External Infrastructure Project Managers
 |

|  |
| --- |
| 3. Scheduling, quantifying materials and labour, managing specifications and manuals |
| * Negotiate and place orders with labour and material subcontractors on a competitive tender basis.
* Ensure all specifications and programmes are complied with and that quality is notcompromised.
* Ensure that Commercial Department Procedures comply with TW Commercial Manual and the TW Operating Framework.
* Monitor invoicing procedures and resolve any issues in conjunction with the Finance Department.
* Work with all suppliers to negotiate best deals where appropriate and work with other departments to improve cost effectiveness.
* Manage and monitor Value Improvement through the VIM process and ensure best practice is adopted and dispersed to sites.
 |

|  |
| --- |
| 4. Monitor and report costs |
| * Monitor and explain subcontractor cost movements.
* Responsible for subcontractor payments, variation orders and day works and settlement of final accounts where applicable.
* Undertake valuations of production at budgeted cost on a bi-monthly basis and split the cost of profit completions and potential future profit to estimate a value for work in progress.
* Manage, monitor external Project Managers Infrastructure Valuations and TW internal cost to complete reports reflect latest estimates of incurred and forecast expenditure.
* Report on savings and excesses against budget costs to the Commercial Manager and Director and P&L Meeting forum.
* Forecast final accounts.
* Report on Value Improvement actions through Quarterly Value Improvement Meetings.
 |

|  |
| --- |
| 5. General |
| * Be aware of all codes of practice that impact on estimating e.g. Building Regulations, NHBC requirements, HSE etc.
* Monitor, reconcile and recharge any costs, which relate to shared cost items with either other businesses within the Group or external Companies.
* Attend pre start, specification and any other relevant meeting as required under the Company’s Operating Framework.
* Input and maintain any computer based databases or systems.
* Undertake regular site visits
* Any other duties as required by the Commercial Director/Commercial Manager.
 |

|  |
| --- |
| Key Competences |
| * Team Working
* Negotiation Skills
* Attention to Detail
* Business Acumen
* Customer Focus
* Leadership
* Motivation
* Planning
* Time Management
* Good Communication Skills
* Ability to interface & liaise with other departments as well as external consultants/clients.
 |

|  |
| --- |
| Key Experience |
| * Wide experience in the discipline within the house building industry.
* Strong knowledge of Building Regulations, NHBC and Health and Safety requirements.
* Industry related business qualification.
* IT literate (COINS system preferable).
 |

If you would like to be considered for this role please send your CV to Phil Page, Commercial Director

at TW West London(email: katie.xavier@taylorwimpey.com)by close of business on **Friday, 1 May 2015.**