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| **Job Title:** | **Quantity Surveyor** |
| **Business:** | **Taylor Wimpey West Midlands** |
| **Reports to:** | **Commercial Director** |
| **Direct Reports:** | **Senior Quantity Surveyor** |
| **Main Interfaces** | **All Staff and external Consultants/Contractors involved in site development.** |

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| **Overall Purpose** |
| Assist in the commercial function and reporting for projects within the Region, including Sub Contract procurement, payments, benchmarking, rebates, WIP, cash flows and valuations. Monitor and report build costs periodically, reporting any savings and excesses.Assist in the monitoring and evaluation of Contractor performance.Management of external Consultants involved in the commercial function. |

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| **Key Activities** |
| **1. Scheduling and quantifying materials and labour** |
| * Negotiate and place orders with Labour & Material Sub Contractors/Suppliers and Consultants on a competitive tender basis.
* Ensure all specifications and programmes are complied with, and that quality is not compromised.
* Monitor invoicing procedures and resolve any issues in conjunction with the Finance Department.
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| **2. Commercial Management**  |
| * 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, dwelling structures, professional fees, site abnormals and infrastructure costs.
* Assist in the preparation of Site Budgets for authorisation by BUMT at the appropriate time.
* Manage closed sites provisions.
* Assist in monthly WIP and cash flow forecasting
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| **3. Monitor and report costs** |
| * Monitor and explain all cost movements within the site valuation.
* Responsible for processing all Contractor, Sub Contractor and Consultant orders and payments, variation orders, and day works.
* Undertake valuations of production at budgeted cost on a bi-monthly basis.
* Report on savings and excesses against budget costs to the Senior QS/Commercial Director.
* Forecast final accounts.
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| **4. General** |
| * Be aware of all codes of practice that impact on estimating, i.e. 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 meetings as required under the Company’s Operating Framework.
* Input and maintain any computer based databases or systems.
* Any other duties as required by the Senior QS/Commercial Director.
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| **Key Competences** |
| * Team working
* Negotiation skills
* Attention to detail
* Business acumen
* Customer focus
* Communication
* Motivation
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| **Key Experience** |
| * Good knowledge of Building Regulations, NHBC and Health and Safety requirements.
* Industry related business qualification.
* Managing internal and external clients
* IT literate (COINS system preferable).
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If you wish to be considered for this role, please send your c.v. to:

Michael Allsopp, Senior Quantity Surveyor, Taylor Wimpey West Midlands, 39 Dominion Court,

Station Road, Solihull, West Midlands. B91 3RT. Tel: 0121 703 3389

Michael.allsopp@taylorwimpey.com **by no later than Friday 5 June 2015**