

Position Description

Title:	Quantity Surveyor
Reports to:	Quantity Surveyor – Team Lead
Responsible for:	To act in a Quantity Surveyor capacity to coordinate and facilitate projects for clients ensuring costings are provided and projects meet budgetary requirements.
Functional Relationships with:	Chief Executive Officer Chief Financial Officer Quantity Surveyor Team HSE Manager People, Culture & Safety Manager Regional Managers Project Managers Site staff Suppliers Subcontractors Clients Consultants
Direct Reports	Nil

Job Specifications and Expectations:

Key Tasks	Expected Results
Personal Leadership and Management	<ul style="list-style-type: none"> Communicate effectively at all levels. Deliver on promises, meeting deadlines and maintaining procedures and policies to comply with Livingstone expectations (SAID and DONE) and statutory obligations. Efficiently use all resources to deliver a consistent level of excellence, quality and profitability, whilst continuously seeking to improve efficiency. Mentor and train Quantity Surveyors to ensure QS procedures are followed and assist in continued professional development within the team.
Relationship Management	<ul style="list-style-type: none"> Project a positive image of Livingstone brand; ensures the companies' image is maintained and maximised. Attend relevant industry and professional meetings and client/supplier events as required. Assist with the marketing of Livingstone. Be approachable and develops effective and enduring relationships with clients, peers and all staff. Key liaison with clients before, during and post works. Engage services on behalf of clients. Present feasibility reports and budget estimates to clients. Be first point of communication for agreed clients. Deals with suppliers and subcontractors regarding products and services.

<p>Quantity Surveyor</p>	<ul style="list-style-type: none"> • Ensure all Livingstone QS procedures are adhered to. • Coordinate costings, planning, programming and design and construction management for key clients where required. • Measure quantities and price labour, materials, plant and subcontractors. • Provide estimates. • Compilation and submission of tenders. • Carry out cost analysis in post tender stage to maximise profit. • Carryout contract administration • Subcontract payment and reconciliations. • Control job costs (monthly reports) • Accurate monthly claims to client • Source materials at competitive rates. • Distribute relevant project information • Liaison with internal and external stakeholders. • Set and monitor KPIs for designated projects (plan, coordinate, monitor, review, manage, report) as appropriate. • Continuously improve systems, processes and reporting. • Value engineering reviewed where required. • Ensure H&S is identified during pricing as per Livingstone policies and procedures
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Provide leadership and actively champion, promote and ensure compliance with Health & Safety legislation, protocols and best practice. • Is up to date with all current information and legislation. • Actively contribute and support improvements to health and safety in all areas of the business. • Ensure appropriate records and systems/documentation in place and maintained in relation to health and safety legislative requirements. • Support to Enviro-Mark programme
<p>Operations</p>	<ul style="list-style-type: none"> • Develop efficient supply contracts which maximise quality and cost efficiency. • Adhere to and apply HR policies, processes, and best practice.
<p>Management of Financial Resources</p>	<ul style="list-style-type: none"> • Maintain highest possible levels of service in line with supplier availability and client need. • Operates within project budget. • Resources are efficiently utilised.

Person Specifications:

<p>Qualifications</p>	<ul style="list-style-type: none"> • Quantity Surveyor qualification • Full, clean Drivers Licence
<p>Experience</p>	<ul style="list-style-type: none"> • 5 years + demonstrated experience in technical and industry specific QS and/or construction management fields. • Microsoft Office suite – moderate level (including M/S Project) • Working knowledge of quality systems
<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> • Construction Industry knowledge

The Livingstone Way:

I am part of a team who is Building Excellence	<ul style="list-style-type: none">Actively contributes to a positive team culture which is aiming to achieve the best in everything we do
I do what I say I am going to do	<ul style="list-style-type: none">Accountable for own actions and delivers on what they say they will do
I always improve – better never stops	<ul style="list-style-type: none">Consistently looks for opportunities to improve themselves and the way we do business
I am up for taking it on	<ul style="list-style-type: none">Constantly, tries new things with a positive attitude

Changes to position Description:

Positions within the company may change over time as the organisation develops. Therefore, we are committed to maintaining a flexible organisation structure that best enables us to meet changing business needs. Responsibilities for this position may change over time as the job evolves. The Position Description may be reviewed as part of planning for the annual performance cycle.

Date position description reviewed: 14th May 2021

Signatures:

Managers Name	
Signature	Date:

Employees Name	
Signature	Date: