

## JOB DESCRIPTION

<b>Job Title</b>	<b>: Quantity Surveyor</b>
<b>Location</b>	<b>: Based at the Nottingham Office</b>
<b>Reports to</b>	<b>: Partners and Associates</b>
<b>Employment Type</b>	<b>: Permanent – Full Time</b>

### **Purpose:**

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Working as part of our team and those of our collaborators to deliver high quality construction projects on time and on budget. To reinforce existing relationships and help develop new clients and sectors.

### **Function:**

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- Pro-active quantity surveying; client-side only
- Cost planning
- Construction cost advice
- Procurement advice
- Tendering
- Contract documentation.
- Construction contract advice
- Post-contract cost management
- Final accounts

### **Roles & Responsibilities:**

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- Attend design team and client meetings.
- Prepare order of cost estimates and detailed elemental cost plans.
- Prepare accurate and detailed quantities and descriptions.
- Positively contribute to value engineering.
- Prepare tender documentation including contract sum analysis, drafting JCT contracts, tender document framework etc.
- Analyse tenders and prepare written reports and recommendations.

- Prepare interim valuations and final accounts.
- Liaise and negotiate with main contractors and specialists.
- Calculate costs associated with project delay.
- Assist with supporting internal and external project managers and contract administrators on contractual matters, dispute avoidance etc.
- Assist with Client liaison, funder liaison.

<b>Education &amp; Experience</b>	<b>Level / Discipline</b>	<b>Essential / Desirable</b>	<b>Comments</b>
Industry related degree level qualification	Degree Level or working towards	Essential	
RICS Membership	Full or working towards	Desirable	
Quantity Surveying industry related experience	Minimum of 3 to 5 years	Desirable	
Knowledge of JCT Contracts	Knowledge and understanding of	Essential	
Must demonstrate a proven track record of learning and development	Continuous	Essential	

<b>Key Competencies</b>	<b>Essential / Desirable</b>	<b>Comments</b>
Must be able to work part of a team and autonomously	Essential	
Must have strong communication skills (Face to face, email and telecom)	Essential	
Competent in measurement of quantities	Essential	

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Must have strong values	Essential	
Must be punctual	Essential	
Good time management	Essential	
Must be competent using Microsoft computer software	Essential	
Must be a self-starter, with a passion for the industry and progression	Essential	
Must be willing to travel regularly to construction sites	Essential	

## What do we offer?

- Competitive salary and pension scheme.
- A friendly and professional work environment.
- Staff development & APC support.
- Equal opportunities.
- Full time employment.

## How to apply for the position?

- Please respond by email to confirm your interest and role you are applying for with a cover letter and CV.
- Emails must be sent to [office@stockdaleuk.com](mailto:office@stockdaleuk.com)
- Successful applicants will be contacted within 2 weeks of application and invited to participate in the interview process.

## Interview process

- Informal telephone interview.
- 2 stage interview process.
- (Please provide photo identification, proof of citizenship and certificates of qualification at interview).