

## Aspire Job Description

File Ref: SQS

<b>Job Title:</b>	<b>SENIOR QUANTITY SURVEYOR</b>	<b>HR Ref No. ADCW</b>
<b>Division:</b>	<b>ASPIRE DEFENCE CAPITAL WORKS JV (ADCW)</b>	
<b>Employing Entity:</b>	<b>CARILLION OR KBR</b>	
<b>Location:</b>	<b>VARIOUS LOCATIONS - SALISBURY PLAIN AND ALDERSHOT</b>	
<b>Reports to:</b>	<b>Commercial Manager</b>	
<b>Key Purpose of the Role:</b>	Accountable to the Commercial Manager/ Project Commercial Manager for commercial and contractual aspects of ABP (Army Basing Programme).	
<b>Key Responsibilities:</b>	<p>Responsible for developing, implementing and reviewing effective commercial practices within a project ensuring:</p> <ul style="list-style-type: none"> <li>- Timely and accurate applications for payment compliant with the contract, Housing Grants Construction and Regeneration Act 1996 if appropriate.</li> <li>- Ensure Cash Management is effected.</li> <li>- Maintaining Risk Management processes and procedures.</li> <li>- Ensure proper and timely notification of Contract or Insurance events.</li> <li>- Contractual correspondence</li> <li>- Preparing accurate and prudent cost /value analysis.</li> <li>- Budget preparation</li> <li>- Approving Interim and Final account measurement</li> <li>- Approving Pricing and Rating variations</li> <li>- Obtaining appropriate Extension of Time Management, interim and final account agreement of sub-contracts</li> <li>good quality and accurate records are kept</li> <li>- Drafting Claims (where appropriate) for approval prior to submission</li> <li>- Maintenance of cost control systems for demonstration to clients (where required)</li> <li>- To produce Project Procurement Strategy Documentation</li> <li>- To produce Project Value Enhancement Plans.</li> <li>- To ensure the effective performance management and development of his/her direct reports, and the effective organisation of everyone within the commercial activity on the project</li> </ul>	
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in technical, commercial, construction environment.</li> <li>• Likely to have 5 years business experience and/or be a fully qualified professional with minimum of 2 years PQE with Intermediate Level Qualifications.</li> <li>• Effective communication skills.</li> <li>• Advanced spreadsheets skills.</li> </ul>	