

Job Description

Business Area	Commercial
Post Title	Assistant Quantity Surveyor
Grade	6 & 7
Reports To	Quantity Surveyor
Date of Issue	December 2024

Job Purpose

To assist the commercial function by effectively carrying out quantity surveying duties as directed by the Senior Commercial Officer/Quantity Surveyor as appropriate.

This role is career graded to ensure development of expertise, leadership and other skills relevant to the role of an Assistant Quantity Surveyor and furthermore a Quantity Surveyor.

Main Duties and Responsibilities

1. Administration of contracts and / or subcontracts including payment mechanisms, change procedures, and resolution of contentious issues.
2. Evaluation of change through analysis of rates or compensation methods, and agreement of the effects of change.
3. Use of programmes and systems for monitoring the works
4. Reconciliation of final costs against revenue.
5. Assessment of financial performance through applying the quantity of work completed to arrive at cost and value reconciliation reporting.
6. Identify and interpret Key Performance and Result Measures
7. Preparation, maintenance and audit of suitable contemporary records of work progress
8. Evaluation of recorded work through applying relevant financial assessment methods
9. Preparation, presentation, negotiation and agreement of interim and final accounts, including re-measurement in accordance with a standard method of measurement.
10. Preparation and evaluation of compensation event claims, and/or other claims based upon contractual entitlement, and/or insurance claims.
11. Work to ensure the continual improvement of processes, procedures, and tools to enable the monitoring and management of key commercial drivers e.g. change, cost, risk, certification etc. including a facility to check and audit.
12. Identification, recording, notification and negotiation of change in accordance with the contract.

13. Work in line with all NY Highways policies and procedures and be aware of the obligations for employees under these.
14. Behave according to the Employee Code of Conduct and be aware of employee responsibilities under the Code.
15. Behave according to the Behaviours Framework.
16. Comply with health and safety policies, organisational statements and procedures, report any incidents / accidents / hazards and take a pro-active approach to health and safety matters in order to protect oneself and others.
17. Undertake any other duties of a similar nature that may be required from time-to-time.

There are specific progression requirements to allow movement from the Assistant Quantity Surveyor lower grade to the Assistant Quantity Surveyor higher grade; an assessment of which will be considered annually.

Assessment to progress from entry to higher level includes:

- Ability to commercially manage multiple work sites with decision making latitude.
- Demonstrate ability to estimate actual costs, building of pre-cost program
- Evidence of managing, analysing and reporting cost and revenue
- Building and maintaining effective client and internal relationships, including gaining trust and confidence.
- Meet the specific objectives relative to the employee's allocated work stream.

Person Specification

Criteria No	Criteria Description	Essential (E)	Desirable (D)
Qualifications & Education			
	Good standard of education	E	
	Working towards or prepared to work towards a HND or degree in Quantity Surveying	E	
	Previous experience in a quantity surveying or similar commercial role in highways or infrastructure sectors		D
Knowledge & Experience			
	Experience of cost forecasting, management and control processes including the use of contract programmes, change and risk registers.	E	
	Knowledge of supply chain procurement and management	E	
	Understanding of the basics of company accounts, including turnover, profit/loss, work in progress and cash-flow	E	
	Understanding of the causes of delay and their critical and non-critical effects on project completion and entitlement to extensions of time	E	
	Awareness of commercial and financial impact on works and/or scheme delivery, ideally within highways construction or related activities.	E	

	Knowledge of the elements present in a project budget at pre-contract phase.	E	
	Knowledge of standard forms of construction contracts notably NEC		D
	Experience working with contract documents for Highway Works		D
Skills			
	Good communication skills	E	
	Collaborative team working	E	
	Excellent IT skills and experience in using MS Office, financial systems and operational systems.	E	
	Good analytical skills covering written, graphic, numeric and statistical information and involving risk assessment.	E	
	Ability to work under pressure to meet deadlines	E	
Personal Attributes			
	Ability to work with various stakeholders and SCP	E	
	Flexible approach to work	E	
Other Requirements			
	Use of a vehicle and ability to travel across the County.	E	