

<b>Job Title:</b>	<b>Quantity Surveyor</b>
<b>Business:</b>	<b>Taylor Wimpey Bristol</b>
<b>Location:</b>	<b>Aztec West, Almondsbury, Bristol</b>
<b>Reports to:</b>	<b>Senior Quantity Surveyor / Commercial Manager / Commercial Director</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Main Interfaces</b>	<b>i) All staff involved in site development ii) External suppliers of materials and labour</b>

<b>Overall Purpose</b>
<p>Full commercial management of a number of housing projects from conception to completion.  To negotiate and procure all materials, labour and plant to ensure that the business' unit output programme is carried out professionally and within budget  Provide information, where necessary, for the land purchase exercise that will enable clear materials and labour costs to be considered at that stage.  Monitor and report build costs monthly reporting any savings and excesses  Management, motivation and training of Staff.</p>

<b>Key Activities</b>
<b>1. Full commercial management of housing projects</b>
<ul style="list-style-type: none"> <li>⇒ 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 house pricing, labour costs, site work operations and remediation work.</li> <li>⇒ Provide a detailed cost budget and share with Site Manager at the appropriate time.</li> <li>⇒ Manage the adoption process of public works.</li> <li>⇒ Work with Housing Associations from concept to handover as required including attending/managing the monthly meetings and submitting valuations.</li> <li>⇒ Manage the flow of Health and Safety information from the Commercial Department. Carry out Commercial duties as defined within CDM.</li> </ul>

<b>2. Provide information for land purchase exercise</b>
<ul style="list-style-type: none"> <li>⇒ Once land opportunities are identified, familiarise the geographical area and consider site issues.</li> <li>⇒ Prepare estimates of all prime costs inc subcontract and materials.</li> </ul>

<b>3. Monitor and report costs</b>
<ul style="list-style-type: none"> <li>⇒ Complete the apportionment of total prime costs to individual plots and produce a profit analysis for the Director.</li> <li>⇒ Monitor and explain subcontractor cost movements.</li> <li>⇒ Responsible for subcontractor payments, variation orders and day works and settlement of final accounts.</li> <li>⇒ Undertake valuations of production at budgeted cost on a monthly basis and split the cost of profit completions and potential future profit to estimate a value for work in progress.</li> <li>⇒ Report on savings and excesses against budget costs to the Director.</li> <li>⇒ Forecast final accounts.</li> <li>⇒ Liaise with site team monthly reporting any movement in valuations against budget and promote Commercial Best Practice.</li> <li>⇒ Assist with the site waste management plan and implement Taylor Wimpey policy.</li> </ul>

#### **4. General**

- ⇒ Be aware of all codes of practice that impact on estimating e.g. 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 meeting as required under the Company's policies and procedures.
- ⇒ Input and maintain any computer based databases or systems.
- ⇒ Any other duties as required by the Commercial Director.

#### **Key Competences**

Team Working  
Negotiation Skills  
Attention to Detail  
Business Acumen  
Customer Focus  
Leadership

#### **Key Experience**

- ⇒ Wide experience in the discipline within the housebuilding industry.
- ⇒ Strong knowledge of Building Regulations, NHBC and Health and Safety requirements.
- ⇒ Industry related business qualification.
- ⇒ Managing a team.
- ⇒ Preferably member of CIOB or RICS.

If you are interested in this role please send your CV in the first instance to Melanie Hicks at [melanie.hicks@taylorwimpey.com](mailto:melanie.hicks@taylorwimpey.com) by Monday 08 February 2010.