

## Quantity Surveyor

<b>Division:</b>	Stobart Rail & Civils
<b>Location:</b>	Glasgow
<b>Shift Pattern:</b>	Monday to Friday, 45hrs per week
<b>Salary:</b>	Dependent on Experience
<b>Reporting to:</b>	Senior Quantity Surveyor

### Stobart Group:

Stobart Group is focused on delivering growth in its three core operating divisions; Aviation, Energy and Rail & Civils. Stobart Group also holds a portfolio of infrastructure assets and investments.

### What's the role?

You will be responsible for ensuring your allocated projects are progressing in line with the project's contractual agreement. Preparing commercial reports including Cost Value Reconciliations, cash flows and claims. You will be able to exercise full cost control of your projects including providing and monitoring budgets and forecasts in conjunction with the Project Manager/Managing Quantity Surveyor. While also identifying and implementing quality and efficiency improvement initiatives.

### What will I be responsible for?

- To be aware of Construction and Civil Engineering principles and methods relating to the works undertaken
- Ensure full adherence to the SRP32 (Stobart Rail and Civils Procedure) Commercial Valuation Process and SRP28 Management of Procurement Procedures
- Attend tender handover meetings and review contracts in association with the Estimating Department, Managing Quantity Surveyor and Estimating & Contracts Manager highlighting all commercial risks and opportunities and producing a mitigation plan of action
- Work with Project Managers/Assistant Project Managers and Agents to prepare and monitor Cost Forecasts/Cost-to-complete reports based on resources and programme
- Prepare internal valuations to analyse actual spend, versus forecasted spend/estimate and work closely and regularly with Project Managers and Agents to reduce costs and improve margins wherever possible
- Measure work in accordance with contract terms and conditions along with identifying variations/claims for the value of work completed in order to make accurate applications for payment
- To assist Project Managers/Assistant Project Managers and Agents with all commercial matters, attending internal and external site/progress meetings where required, ensuring the commercial interests of Stobart Rail and Civils are upheld and recorded
- Ensure timely receipt of payment certificates monitoring the works-in-progress balance, promptly alerting management of discrepancies between application and certificate values and acting to rectify accordingly
- Liaise with the Finance Department to ensure payments are received in accordance with agreed contractual terms and conditions
- Monthly key reporting including the preparation of revenue figures and forecast information, project accruals, Cost Value Reconciliation Reports and Contract Logs
- Prepare and lead in the negotiation of final accounts for completed projects and pursue completion certificates and outstanding retentions in accordance with project related contractual terms and conditions



- Work with Project Managers and Agents to devise work scopes/priced schedules and procure specialist subcontractors in accordance with Stobart Rail & Civils standard contract terms/procedures (including Link-Up where applicable)
- To carry out any additional duties as agreed with your Line Manager

## Key Skills and Experience:

### Core

- Evidence of good interpersonal skills to establish credibility with colleagues and senior management and to foster effective working relations with a wide range of internal, client and external contacts
- Sound influencing and persuading skills with the ability to adopt different approaches and styles of creative and innovative solutions based on a sound understanding of business requirements
- Ability to work under pressure and to set deadlines
- Production of commercial management information and early warnings
- Strong commercial and analytic skills
- Financial Management understanding
- Plan, organise and monitor several activities at the same time
- Ability to create reports with high visual impact
- Attention to detail and accuracy
- Excellent commercial and contractual experience
- Experience of client and sub-contractor management

### Desirable

- Proven experience in a similar role
- Good, sound knowledge of Rail Industry
- Enthusiastic and committed to provide a professional, high quality service to the company and the client whilst ensuring that contractual entitlements are not compromised
- Self-motivated
- Good decision making and problem-solving abilities
- Trustworthy – High level of personal integrity and honesty

## Qualifications:

### Core

- Higher level education (HND, HNC Quantity Surveyor level) or equivalent qualification

### Desirable

- Excellent IT skills essentially MS Excel, Word and Project
- Degree qualified (RICS or equivalent)

## How to Apply:

All applications should be made by sending an up to date CV and covering letter to HR Department, The Terminal, Aviation Way, Carlisle Lake District Airport, Carlisle, CA6 4NZ or [grouphr@stobartgroup.com](mailto:grouphr@stobartgroup.com).

Stobart Group is committed to equal opportunities for all. We provide a fully inclusive and accessible recruitment process, we accept all job applications in a variety of formats and should you need any documents in a different format or require any further support or assistance please contact the HR Team on 01228 882 359 or via email [grouphr@stobartgroup.com](mailto:grouphr@stobartgroup.com).

The successful applicant will be rewarded with a package including company pension scheme and uniform. For Stobart employees: You must inform your line manager in advance if you are short-listed for an interview.

