

Aspire Job Description

Job Title: CPT QUANTITY SURVEYOR **POSITION ID:** Enter Position ID allocated to the role

Entity: ASPIRE DEFENCE SERVICES LIMITED (ADSL)

Location: ABC/Pan-Garrison Projects

Reports to: CPT Commercial Manager

Key Purpose of the Role: Reporting to the Commercial Manager and working within the CPT Commercial Team, you will be responsible for the commercial delivery of various CPT Projects.

You will lead on the commercial aspects for your projects from pre-construction activities through to agreement of final accounts.

You will support the CPT Commercial Team in the maintenance of robust cost and revenue forecast.

Key Responsibilities:

Service Delivery

- Visit sites and carry out surveys as necessary to assist the Pre-construction Team in the preparation of schedules, specifications and scopes of works
- Liaise with the Procurement Team through the tender process and assist in the analysis of tender submissions and preparation of Joint Recommendations
- Produce cost plans, estimates and formal client submissions for your projects
- Provision of necessary information to Central Commercial and Finance Teams
- Visit sites and carry out surveys as necessary to assess the progress of works to validate supply chain invoices and requests for payment
- Review Supply Chain quotations and variations to ensure value for money
- Administration of project variations/instructions and the management of contingency and risk budgets
- Administration of Supply Chain orders and payments in a timely manner.
- Ensure projects are commercially managed in full compliance with company policies and procedures using the ADSL systems (currently IFS).

Quality, Health, Safety and Environment

- Comply with, support and promote ADSL's QHSE policies and procedures
- Ensure the adoption of safe working practices within your working area and during site visits
- Other duties as may be reasonably required

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Qualifications

Essential:

- NVQ Level 3 (or above) in Quantity Surveying (or allied subject)
- Full UK Driving Licence.

Desirable:

- A relevant professional qualification or working towards one (eg RICS).

Experience & Knowledge:

Essential:

- A good working knowledge of IT, MS Word/Excel and commercial/financial administrative software
- Experience of working in the construction and/or FM industry in a commercial or allied role
- Awareness of site health and safety.

Desirable:

- Use of IFS
- Awareness of construction principles, order and sequencing
- Knowledge/awareness of construction/services contracts and PFI
- Experience of working in a MoD and/or military environment.

Skills:

- Good interpersonal and communication skills with ability to build relationships
- Ability to work in a team environment
- Ability to plan and prioritise tasks appropriately
- Ability to work with databases and spreadsheets, develop habitual self-checking (error prevention)
- Technically competent with attention to detail and organised approach to work
- A practical, flexible and proactive approach with the ability to self-motivate and show initiative
- Demonstrable commitment to continuing personal development (CPD).

Date:

03 December 2021