

JOB DESCRIPTION / PERSON SPECIFICATION

Job Title:	Quantity Surveyor		
Department Job Location:	Projects Haydock, Merseyside	Date Created/reviewed:	June 2023 Rev04
Reporting to:	Operations Director / Technical Estimator	No of direct reports: (if applicable)	0

Organisational Setting of the job
<p>ATG Access is one of the worlds most respected and foremost providers of high security and counter terrorism HVM (Hostile vehicle mitigation) bollards, barriers, gates and associated automated control systems across the globe. We design, manufacture, install, commission and service our products.</p> <p>ATG exists to enhance urban environments, creating spaces where everyone can feel safe and live protected from vehicle borne threats. We have been designing, testing and manufacturing physical security products for over 30 years. In that time, we've protected everything from driveways to palaces, in over 40 countries around the world.</p> <p>We believe that physical security solutions should be accessible for all, forging a world without fear of vehicle borne threats, enhancing the environments in which we live, work and play.</p> <p>Our mission? To empower our employees, harnessing their passion to inspire the creation of exceptional physical security solutions for the built environment, whilst positively contributing to the world we share.</p>

Key Aim:
<p>Reporting directly to the Operations Director / Technical Estimator, the incumbent will be working predominantly with projects and closely with Sales and Finance.</p> <p>Taking a direct approach to current projects and tenders, the successful candidate will grow and support the commercial department by delivering commercial assistance, surveying knowledge and contractual expertise to the company. The role is to create and maintain a vigilant overseeing role to the operations teams and develop subcontract relationships in order to maintain an improved level of delivery performance both financially and contractually.</p> <p>It is anticipated that 70-80% of this role will be office based, with the remaining on site and meetings throughout the country.</p>

Accountabilities and Activities	% time
<p><u>COST MANAGEMENT</u></p> <ul style="list-style-type: none"> • Assist Project Managers to maintain accurate project cash flow forecasts • Implement and manage financial control systems • Monitor project cost control vs budget Produce lessons learnt • Prepare project financial reports inc lessons learnt and mitigation plans • Validate and approval of monthly, quarterly reporting data • Assist with progress claims and applications as required 	15%

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<p><u>CONTRACTS</u></p> <ul style="list-style-type: none"> • Engage the consultant / contractor payment and final account process • Review and check compliance of bonds, guarantees and insurance documents • Monitor and resolve financial and contractual matters arising on a project • Advise internal team on contract matters and contract interpretation • Monitor and respond as required to contractual correspondence • Advise internal team on Conditions of Contract • Establish Contract terms and negotiate to the best negative risk position. • Management of Commercial Claims inc EOT and prolongation • Participate in Tender Evaluations Committees • Prepare tender documentation as required • Review tender documentation prepared by internal departments or external consultants as required • Participate in commercial negotiations as required • Prepare contract award letters and letters of intent as required • Prepare tender evaluation reports as required <p><u>Change Management</u> Establish and monitor change control process</p> <ul style="list-style-type: none"> • Maintain change control register • Prepare change orders as required • Validate change orders and valuations prepared by 3rd Parties • Identify any requirement for formal contract amendments • Negotiate with subcontractors and clients to finalise change orders <p><u>Risk Management</u></p> <ul style="list-style-type: none"> • Manage the risk and opportunity value management process • Identify, analyse and respond to contractual and commercial risks • Prepare risk and value management studies and reports as required • Monitor and control project insurance requirements • Prepare and negotiate insurance claims with designated loss adjusters <p><u>Subcontractors</u></p> <ul style="list-style-type: none"> • Pre-qualification questionnaire • Pricing Matrix and tender enquiries • Management of the subcontract packages • Subcontract order and contract placing adding the pertinent clause from the contract to the PO? • Valuations and payment notices and payless notices • Revised Terms & Conditions • Review and feedback subcontractors • Monthly department performance evaluation • Variation analysis actual to budget. 	<p>85%</p>
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CAVEAT

This job description gives an outline of the responsibilities of the post and should not be considered as definitive. It will be reviewed regularly and may be changed to meet the changing needs of the organisation.

Person Specification

Requirements	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> Degree in Quantity Surveying or equivalent 	
Skills, Knowledge & Experience	<ul style="list-style-type: none"> 5 to 10 year's experience in groundworks (Civil) Advantage. Manufacturing/Engineering experience/qualifications Good business acumen. Experience of KPI collation accreditations Commercially/legally aware. Sound IT skills (particularly Excel) Ability to efficiently organise workload. Ability to work autonomously or as part of a team. Good problem-solving skills <p>Technical / specialist skills</p> <ul style="list-style-type: none"> Excellent analytical skills Problem solving Attention to detail Excellent up to date technical accounting knowledge Knowledge and experience of producing Group Consolidated presentations Management of people High level of numeracy 	<ul style="list-style-type: none"> Leadership of a cross functional team Experience of designing and presenting KPIs
Competency & Behavior	<p>Must have a pro-active and adaptable approach and demonstrate the following competencies:</p> <ul style="list-style-type: none"> Ability to implement change Can-do Attitude Communicates written and oral information clearly and concisely. Establishes productive, cooperative relationships with customers, peers and management. Excellent workload management and Organisational skills 	

	<ul style="list-style-type: none"> • Ability to establish priorities and work to tight deadlines • Awareness of deadlines with ability to re-prioritising to ensure results can be achieved • Assumes ownership for getting a job done and takes pride in their work • Showing commitment to completing allocated tasks despite setbacks • Deliver excellent customer service • Ensure we are easy to do business with • Reliable and co-operative team member • Willing to go the extra mile to help others 	
Other requirements	<ul style="list-style-type: none"> • Current driving licence. • Able to attend meetings at other Hill & Smith sites 	
Software Packages	<ul style="list-style-type: none"> • Company Intranet (sharepoint) • ERP system PRIORITY • Microsoft Office suite, including Outlook and Word, Excel 	
Key Words From PPA	The job holder should be: conventional, consistent, adaptable, precise, creative, alert, active, self-starting, inquisitive and cheerful.	

Employee's Name & Signature: _____ **Date:** _____

Manager's Name & signature: _____ **Date:** _____

To apply send CV and covering letter to: hr@atgaccess.com