

## Job Description

<b>Job Title:</b>	Quantity Surveyor
<b>Division:</b>	Repairs and Maintenance
<b>Reports to:</b>	Contracts Manager / Divisional Manager
<b>Direct Reports:</b>	Trainee Assistant QS if applicable
<b>Main Interfaces:</b>	Clients, Delivery & Finance Teams

<b>Overall Purpose</b>
Complete Quantity Surveyor duties including pricing of variations, interim valuations and valuing sub contractors accounts.

<b>Key Tasks / Activities / Responsibilities</b>
<ul style="list-style-type: none"> <li>• Plan, manage and monitor commercial activities to meet the project objectives. Ensure that these activities are carried out in a way that reflects 'best practice'</li> <li>• To ensure project profit objectives and targets are met and cash and margin are managed to maximise performance, all in a manner consistent with the group processes.</li> <li>• Review and submit all Applications For Payment</li> <li>• Cleanse all incorrect SOR data</li> <li>• Review all Void Specifications and advise on correct SOR Code usage</li> <li>• Review and finalise all jobs completed and ready for invoicing</li> <li>• Review and approval of all contra charges and cost transfers</li> <li>• Monitoring of material spend and plant hire</li> <li>• Extract the best value for money from Subcontractors and Suppliers</li> <li>• Working with the delivery team to review variations submitted by Subcontractors to Axis for further works ensuring where necessary variations are approved by the client</li> <li>• Monitor the administration systems to ensure all chargeable works are identified</li> <li>• Maximize the potential of the Schedule of Rate codes across all work streams to ensure that Subcontractors are paid the correct amounts and the client is billed accurately</li> <li>• Identify process improvement opportunities in all areas of the Repairs and Maintenance business</li> <li>• Strict adherence and implementation of the Group Health, Safety and Environmental procedures, HR policies and procedures and any other statutory regulations</li> <li>• Ensure all clients' expectations are achieved</li> <li>• Embrace Axis values and ethos and demonstrate these daily</li> <li>• Follow and support policies, procedures, initiatives and work instructions related to sustainability improvement and environmental compliance</li> <li>• Review of completed work orders</li> <li>• Submission of quotations or estimates to Client</li> </ul>

## Person Specification

### Key Knowledge

- Social housing background (Desirable)
- NHF Schedule Of Rate Codes
- IT Literate
- JCT, NEC and NHF contract terms
- Price Per Property contract models

### Key Skills

- Use of NHF Schedule Of Rates
- Business analysing and reporting
- Flexible willing to take on ad hoc tasks and assist others during busy periods

### Key Experience

- Previous Quantity Surveying experience

### Other Key Information

- Flexibility to work additional hours as required
- Flexible with travel
- Qualifications: BSC Honours
- All staff have a personal responsibility and accountability to Axis to ensure that their day to day activities adhere to the Sustainability Policy Statement and Plan and minimise the impact upon the environment.
- It is the responsibility of all staff to ensure that their day to day activities embrace sustainability and reduce the impact upon the environment by minimise waste and maximise recycling; saving energy; minimise water usage and report any electrical faults, water leakage or other environmental concerns to the facilities or line manager.

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I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: