

Project Surveyor | Job Description



Job Description

Company Profile

Vantage is a sustainability company with a difference - we turn insight into action, providing clients with a turn-key design & build contracting service to deliver 'Zero Carbon' buildings. Our Asset Energy surveys provide clients with investment grade data and analytics, that inform retrofit or asset disposal strategies. Our Principal Contracting team procure and deliver the required upgrades as part of the turn-key service.

Alongside our sustainability offering we provide Shell & Core, CAT A, A+ & CAT B fit out services throughout a UK asset portfolio and we are looking to grow and expand our capability in this area by recruiting 'in-house' cost consultancy expertise. We are seeking an enthusiastic Project Surveyor to join our team. We are specifically looking for an individual with pre-construction experience, able to efficiently price and tender construction works across M&E and Fit out disciplines throughout the UK.

The role may also interest Quantity Surveyors/ Cost Consultants/ Estimators/ Building Surveyors.

The role provides working from home flexibility.

Vantage is part of the Catella AB group of companies that includes APAM & Bankfoot APAM in the UK.

Job Title: Project Surveyor

Job Purpose

The purpose of the role is to;

- ✓ Be responsible for estimating construction fit out costs from client briefs on a cost/sqft basis.
- ✓ Tendering sub-contract packages and compiling bid documents for Vantage submission.
- ✓ Have full accountability and overall responsibility for managing and delivering project works once secured.

General Activities

- ✓ Identify and generate project opportunities both internally (within group) & externally.
 - ✓ Liaise with key stakeholders on their requirements and explain feasibility of their schemes to become a trusted advisor.
 - ✓ Work with developers, designers and sub contractors to define and document scope(s) of work(s).
 - ✓ Develop and understand the full scope of works in line with the desired project business case and in turn outcome. This is to be within agreed budget requirements and required profit margins.
 - ✓ Manage, run and draw up tenders on behalf of the customer as required. Carry out full tender analysis of all sub contractor returns.
 - ✓ Work within the current CDM process. In the main taking on the role of principal contractor.
 - ✓ Identify, reduce and manage all statutory and commercial risks associated with the project they are leading.
 - ✓ Ensure Vantage QHSE practices and processes are fully embedded in each project.
 - ✓ Ensure full compliance with project management policies and procedures.
 - ✓ Manage the day-to-day operational aspects of the project(s) "end to end". Activities to include but not be limited to estimating, business development, quantity surveying, sub contractor management and site manager duties.
 - ✓ Work closely with relevant stake holders to ensure effective and efficient implementation of the project(s).
 - ✓ Ensure customer acceptance is adhered to, in writing and in line with the project plans.
 - ✓ Mutually agree payment schedules and applications for payment to the benefit of the project and the business.
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- ✓ Ensure project documents are complete, current and appropriately stored.
- ✓ Provide timely monthly reports to Vantage Business leaders in an agreed format.
- ✓ Occasionally oversee and monitor projects on behalf of Funding partners.

Business Development:

- ✓ Identify and develop a near and long-term pipeline of Project opportunities from the portfolio of customers within the business group and externally.
- ✓ Leverage opportunities through visibility and presence on customer sites.
- ✓ Liaise with colleagues to determine and identify project opportunities. Use case studies to promote business and host key decision makers on show site tours.

Building Relationships:

- ✓ Build strong effective working relationships with our customers and site teams.
- ✓ Build a pipeline of supply partners with the correct approvals in conjunction with the central procurement team.

Commercial Awareness:

- ✓ Full accountability for the P&L on each project.
- ✓ Ensure that all financial objectives are met.
- ✓ Analyse variances and initiate corrective actions.
- ✓ Value all sub contractor accounts and make application for payments.
- ✓ Ensure the projects are commercially viable and satisfy the commercial terms of the contract.
- ✓ Ensure all projects are managed through Company policies and procedures in relation to commercial activities.

The Project Process:

- ✓ Define and understand the scope of work to meet the customer's specification.
- ✓ Competitively price the works whilst returning expected profit margins.
- ✓ Engage with sub contractors under the correct commercial terms.
- ✓ Ensure all variations to the works are captured, costed and claimed for.
- ✓ Close out all final accounts with both the customer and all those in the supply chain.

The role is self-funding and therefore the post holder must recover their costs.

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Decision Making/Budgetary Control

The post holder has full responsibility and financial control of the projects within their control.

Person Specification

Skills

- ✓ Commercial awareness
- ✓ Strong financial acumen
- ✓ Strong influencing and negotiation skills
- ✓ Ability to present with confidence
- ✓ Ability to understand commercial and financial metrics
- ✓ Internal and external customer management
- ✓ Networking skills
- ✓ Selling and negotiation skills
- ✓ Ability to deliver to deadlines

Knowledge

- ✓ Up to date knowledge of the commercial fit out market & pricing
- ✓ Good understanding of construction RIBA stages and contractor responsibilities
- ✓ Good feel for project programming durations

Experience

- ✓ Minimum of 5 years proven experience in a Cost Consultancy/ Contractor Estimating role.
- ✓ Proven experience of running a P&L
- ✓ Demonstrable evidence of having managed a team
- ✓ Previous experience of operating at senior level (Desirable)

Qualifications

- ✓ Quantity Surveying/ Construction Cost Management Degree
- ✓ RICS/ MRICS

Aptitude

- ✓ Desire to learn with drive for future leadership roles
 - ✓ Interpersonal and communication skills
 - ✓ Strong influencing skills
 - ✓ Ability to inspire confidence
 - ✓ Can manage a high degree of variability
 - ✓ High degree of integrity
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- ✓ Highly motivated and self-aware
- ✓ Highly organized with attention to detail
- ✓ Results focused

Circumstances

- ✓ Able to travel across the UK as the needs of the role requires

Core Competencies

- ✓ Understanding customer needs
 - ✓ Responsiveness
 - ✓ Competence to deliver
 - ✓ Accessibility
 - ✓ Innovation
 - ✓ Communication
 - ✓ Reliability
 - ✓ Commercial awareness
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