

## JOB & PERSON SPECIFICATION

<b>JOB TITLE</b>	<b>LEAD QUANTITY SURVEYOR/ESTIMATOR</b>
<b>DEPARTMENT</b>	<b>OPERATIONS</b>
<b>REPORT TO</b>	<b>KENNY ROBERTSON, OPERATIONS DIRECTOR &amp; NICOLA FRASER, BUSINESS DIRECTOR</b>
<b>LOCATION</b>	<b>KRHQ NEWBURGH, SITE OFFICES</b>

## ROLE OVERVIEW

Your role will be instrumental in delivering and maintaining a high-quality service/support within our Operations team, which will help us in achieving our company objectives and strategy. This will include:

<b>#1</b>	Manage team to create detailed quotations on time
<b>#2</b>	Tender preparation
<b>#3</b>	Liaise with suppliers to ensure best rates
<b>#4</b>	Undertake project valuations, final accounts, and retentions
<b>#5</b>	Assist with programme creation and tracking progress on sites

## ROLE & RESPONSIBILITIES

### Main Activities:

- Analyse drawings and specifications etc, to prepare time, cost, materials and labour quotations for projects
- Apply knowledge of techniques, calculations and processes
- Carry out/assist with site surveys
- Generate accurate and detailed quotations and tenders in a timely manner
- Establish and maintain working relationships with suppliers to ensure best rates
- Procure materials and plant, creating relevant purchase orders and ensuring timely ordering
- Create sales invoices in line with valuation process
- Create programme schedules for projects, monitor progress and track changes
- Liaise with directors & site supervisors throughout projects to ensure deadlines are met and changes/extras are captured
- Create variation orders
- Liaise with customers, quantity surveyors and subcontractors to work through issues and ensure timely payments
- Liaise with Finance Manager regarding payment schedules and outstanding invoices to allow efficient credit control
- Work closely with Operations Support Coordinator to ensure processes run efficiently and all QHSE standards are upheld, and customers are satisfied with our service
- Assist with project costings/job close out
- Create and maintain rates database for materials and resource costing
- Ensure all data accurate and up to date to allow regular financial reporting
- Negotiate and agree final accounts

### **Supervisory/Management Activities:**

- Drive performance across team to deliver results to high standard, on time
- Manage team workload, prioritising tasks and meeting deadlines for self AND department
- Give clear instruction and delegate tasks, ensuring accountability, efficiency and completion on time
- Motivate, encourage and inspire team to be all they can be
- Hold regular 1:1's, carry out appraisals and provide ongoing constructive feedback
- Support team in understanding their roles and responsibilities and identifying training needs
- Induct new team members and support them to settle into new role within team
- Review and analyse data, providing accurate reporting as required

### **General Activities:**

- Communicate with team, customers, suppliers and all external bodies in a clear, positive and professional manner
- Actively promote our products, services, values and messaging so customers buy into our brand
- Adhere to all company policies and procedures, adapting working practices when required to ensure maximum productivity and efficiencies
- Utilise our systems fully to ensure accurate input and reporting
- Demonstrate awareness and responsibility for the safety of self and others
- Attend, participate, capture and complete assigned actions in all relevant meetings
- Contribute to the general running and development of the business
- Keep workspace, documentation and filing organised and tidy
- Take pride in our facilities, ensuring they are kept safe, clean and tidy at all times
- Carry out any other duties deemed necessary for the business

### **THE KR WAY**

Our purpose is to **RE-ENERGISE** the construction industry. To become a driving force in creating a more sustainable construction model and legacy for the next generation. To do that we need our teams to:

- Bring the energy, passion and positive attitude needed to drive change and results
- Align your priorities and decision making with company vision, values and goals
- Make time for innovation and collaborative creation of fresh ideas and initiatives
- Challenge the status quo. Identify areas where improvement is needed and assist in implementing the necessary changes
- Assure own competence by committing to ongoing training and personal development
- Be a champion for continual learning, sharing knowledge and supporting development of others
- Engage in company initiatives and attend at least 1 of our external sites, networking events, community projects or team events per quarter.

## KR CREDENTIALS (Person Specification)

	Essential	Desirable
<b>Knowledge + Experience + Qualifications</b>		
Has proven work experience in a similar role	X	
Can demonstrate knowledge of construction industry (or willing to learn all about it)	X	
Has the relevant qualifications they can apply to this role (or is working towards them)		X
Has experience of managing/leading a team		X
<b>Competencies + Skillset</b>		
Has the interpersonal skills to sustain effective relationships across our business both internally and externally	X	
Manages own and team workload, prioritising tasks and meeting deadlines aligned with company goals	X	
Able to act proactively and with limited direct supervision, while at the same time recognising when matters need to be referred to more senior member of team	X	
Develops own knowledge of the organisation, its context, and its services to fulfil objectives	X	
Competent in continual learning and utilisation of software and systems relevant to role	X	
Ability to process information and instruction and ensure effective implementation	X	
Presents self in an appropriate manner (according to the situation)	X	
Communicates in a clear, open and positive manner across all mediums	X	
Keeps team informed of progress on key tasks and objectives whilst ensuring that delegated tasks are completed on time	X	
Identifies and highlights potential obstacles in achieving tasks and objectives and proposes solutions where appropriate	X	
Develops new processes and practices to accommodate new objectives and technological developments	X	
<b>KR Way</b>		
Brings the energy, passion and positive attitude needed to drive change and results	X	
All about innovation and collaborative creation of fresh ideas and initiatives		X
Up for some positive disruption! Willing to challenge the status quo and look for a better way		X
Aligns priorities and decision making with company vision, values and goals	X	
Champion for continual learning, sharing knowledge and supporting development of others		X
Comfortable learning and utilising technology/systems to drive efficiencies and productivity		X



*This job description has been designed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as an exhaustive or fully inclusive listing of all duties, responsibilities and qualifications required of employees assigned to the role. You may be asked to perform other duties and support across the business and other departments as required by management.*