



ARCHAEOLOGICAL
RESEARCH SERVICES LTD
Digging with Purpose

Job Description

Quantity Surveyor

Post Holder	TBC
Job Title	Quantity Surveyor
Duration	Permanent
Grade	10
Annual Salary	£35,000 - £40,000
Location	Bakewell office/home-working (and site visits and meetings across UK as required).
Accountable to	Chief Operating Officer
Job Summary	<p>Undertake a Quantity Surveyor role in an archaeological context with responsibility for producing costings, managing contracts including making applications for payment, including for NEC3 contracts. The role includes providing commercial support to the Sales Team as well as Project Managers. Oversee contractual agreements, including with Clients and Sub-Contractors. Administrative duties and to undertake other duties that may arise as required. Undertake discussions with wide range of clients and stakeholders. Contribute to Company growth and be an active, positive, high performing team player.</p>
Responsibilities/Main Duties	<p>Produce costings and cost analysis for all aspects of a project. Monitor and control costs throughout the project.</p> <p>Check contracts, including NEC3, and ensure jobs are run to contractual obligations and financial targets met.</p> <p>Monitor and update estimates in line with variations and additional works. Produce EWNs and CE paperwork, liaise with Clients and Sub-Contractors accordingly and make applications for payment and/or invoicing.</p> <p>Provide commercial support to project managers and clients. Identify, analyse and mitigate commercial risks and help develop suitable solutions.</p>

Completing detailed progress and budget reports and using relevant software for financial project management (e.g. Project, Primavera 6).

Assist in establishing client's requirements.

Perform risk, value management and cost control.

Select price and source construction materials, subcontractors, and define and agree scopes of work and work allocation.

Liaise with project managers, site managers, clients and any sub-contractors

Contribute to strategy, programme and project design to costings and tenders for select jobs.

Allocation and communication of resources, timescales and goals to staff for fieldwork and post-ex. tasks in conjunction with other Project Managers and Officers.

Design scope of fieldwork programmes in conjunction with Sales and Operational Teams.

Ownership and oversight of signing off projects and triggering invoicing on monthly basis for all projects responsible for.

Input to new project initiatives (e.g. commercial, community, commissioned research).

Support team leaders, give and take instructions as required.

Allocation and communication of resources, timescales and goals to relevant staff for fieldwork and post-ex. tasks in conjunction with Project Managers and Sales Team.

Communicate up and down the management tree, take decisions as appropriate, ensure tasks are completed and alert relevant person in Management Team to any matters arising as appropriate.

Take active role in networking on behalf of the company.

Further the company's vision, mission and core values.

Actively follow our Company rules and procedures yourself and ensure compliance by your junior colleagues.

Keep company vehicles tidy and roadworthy at all times if using them. Notify Business Administrator of any faults *etc.* so they can be rectified.

Undertake occasional out of hours work on behalf of the company such as attending meetings, conferences, giving talks or making essential phone calls or communicating important information to other ARS Ltd staff.

Any other duties that may be reasonably allocated from time to time.

Safety

To abide by all statutory safety regulations and company policies as set out in the Health and Safety Handbook. Report all accidents and near misses.

Hours of Duty

37.5 hours per week (excluding breaks and travel time).

Annual Leave

All statutory bank holidays (8 days) plus 20 days holiday per year.

Conditions of Service

See the Staff Handbook.

Period of Notice

Eight Weeks if less than one year and 12 weeks thereafter.

Confidentiality

It should be noted that some of the information that the post-holder will access will be of a confidential nature both to other ARS Ltd employees and clients, and such information must not be communicated to other persons except where required for authorised purposes.

Note

This job description does not form part of the contract of employment.

This job description will be reviewed on a regular basis.