



## Job Description

**Position:** Quantity Surveyor

**Location:** Glasgow

**Job type:** Full time

**Salary:** Competitive

### Overview of the role

The role of the Quantity Surveyor is to administer the commercial function of the NEC contract for Denholm Industrial Services at BAE Systems' Clyde sites. Key aspects of the role include onsite measurement, estimating, job costing, cost control, forecasting and administration of contracts.

### Role responsibilities

The successful candidate will be responsible for the administration of the commercial function of the NEC contract at Govan and Scotstoun in Glasgow, ensuring compliance with business policies and procedures and contractual obligations. He or she will maintain accurate and effective job cost reporting to aid efficiency improvements and will be responsible for cost control to assist Operations in ensuring that budgets and forecasts are achieved throughout project delivery. In addition, the Quantity Surveyor will be responsible for administering project requirements and, where applicable, ensuring project variations are captured, accurately costed and subsequently agreed with clients.

The following outlines the primary responsibilities and duties of the role:

- Administer the commercial function to ensure business objectives and policies are achieved and contractual obligations are met at all stages of the process, from receipt of contract instruction through to payment.
- Make timeous monthly applications on contracts to BAE Systems and ensure that the Client's assessment / certification is issued within the agreed contract timescales.
- Follow up prior to payment dates to make sure that payments are issued and received on time.
- Administer accurate project commercial reporting to ensure that the project's financial performance is being correctly reported.
- Maintain through to completion a Final Account that will record all information in a suitable document form.
- Form and issue, in a timeous manner, weekly and monthly progress reports, liaising with BAE Systems and Denholm Industrial Services personnel to capture information relating to health & safety performance, contract progress and levels of Denholm personnel.
- Raise and submit Early Warning Notices and Compensation Events to record change to the original programme/tendered price into the contract administration portal (CEMAR).
- Identify, manage and report on business risks and opportunities to ensure they are being appropriately managed and mitigated.
- Embrace and practice Denholm Group Values.
- Any other duties as required by the company.

## **Accountability**

The Quantity Surveyor reports directly to the Area Director on a day-to-day basis and communicates with all other appropriate stakeholders, as required. Key interfaces include:

- Paint Operations Directors
- Paint Management and Supervision
- Accounts and Finance
- Client's Representatives

The role does not include direct supervision responsibility.

## **Profile**

The successful candidate will have previous experience working on projects carried out under 'NEC 4 Form Of Contract' and its obligations, working hand in hand with the entire project team to ensure successful overall project delivery. He or she will be open, honest and trustworthy in their communications, both internally with colleagues and externally with client.

## **How to apply**

Please complete and submit the application form via:

<https://www.denholm-industrial.com/vacancies/quantity-surveyor-glasgow/>

