Job Title	Senior Quantity Surveyor (Capital Delivery)
Reports To	Commercial Manager
Grade	Personal Contract

Purpose	The responsibility for all commercial activities related to the Capital Delivery Team environment, which will include but is not limited to capital projects and pipeline projects

Key Accountabilities	• Providing commercial leadership on pre-contract activities, including:
	  ○ Assessing PQQ & ITT responses
	  ○ Producing the pre-contract risk register
	  ○ Identifying project specific contract clauses
	  ○ Actively participating in pre-contract award meetings
	  ○ Creating, altering and reviewing scope of works documents and other documents for the tender package
	• Identifying and quantifying risks and early warning notices
	• Accurately logging and tracking risks
	• Actively participating in risk review and risk management meetings
	• Accurately preparing and reviewing CEs, including the accurate recording of time-related events and of other events with potential cost implications
	• Actively participating in site visits, to review/measure progress, agree changes and generally contribute to a smooth project delivery
	• Actively participating in progress meetings, including providing the commercial update and ensuring any commercial-related actions are undertaken in a timely manner
	• Providing accurate and timely commercial-related MI to internal stakeholders, including senior management and exec members
	• Reviewing payment applications / invoices, and challenge accordingly
	• Leading on commercial resolutions with contractors and provide detailed observations to management should escalation be necessary
	• Provide support to operations on commercial discussions, including being the first point of contact to provide assistance or to help resolve disputes for any commercial activities.
	• Reconciling actual costs against individual projects and agreeing final accounts with the contractors, including the accurate valuation of any remedial works and the releasing of retention sums
	• Liaising with, and maintaining good working relationships with, contractors and WWU operational departments including planners, design, commercial, asset and finance.
	• Ensuring full adherence to WWU's procedures and procedures
	• Operating in line with WWU's Ambition, Priorities & Values

Technical Know-How & Skills	• Strong communication skills – both written and verbal • Strong maths knowledge – numerical and data analysis • Strong interpersonal skills – including the ability to build and develop relationships • Analytical thinking and a creative approach to problem solving • strong IT skills • Project management skills • Ability to work under pressure and use your initiative • Resilience and determination • Teamwork and motivation skills • Understanding of engineering science and technology • Knowledge of building and construction, and • commercial awareness
Qualifications	Essential – Holds a degree in a construction and/or finance related field Essential – Has a good working knowledge of the NEC contract type (NEC4 preferable) Desirable – Holds or is working towards a degree in Quantity Surveying (or similar) Desirable – Holds or is working towards a membership of a recognised accredited body (e.g. RICS)
Job Dimensions	This role will cover the whole of WWU's network and will require frequent travel to sites and depots based across the network.