

<b>Job Title: Quantity Surveyor</b>	<b>Department: Operations</b>
<b>Reporting to: Project Commercial Manager</b>	<b>Location: Site based – Ardersier, Inverness</b>
<b>Main objective of the position:</b>  The Quantity Surveyor, reporting to the Commercial Manager of the project will be responsible for the commercial and contract management for the Project.	
<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>▪ Commercial management / contract administration of the project;</li> <li>▪ Work closely with the Project Commercial team;</li> <li>▪ Preparation and presentation of internal and external commercial reports;</li> <li>▪ To the extent possible, manage the Commercial aspects of the project to enable it to be completed on time, within budget and to the correct standards;</li> <li>▪ Preparation of payment applications and internal cash flow reporting;</li> <li>▪ Preparation and operation of sub-contracts and supplier agreements;</li> <li>▪ On-going cost reporting for the allocation project;</li> <li>▪ Preparing quotations, claims, assessments, and forecasts for future work;</li> <li>▪ Regular liaison with the project teams to ensure Bauer's rights for compensation events or claims are upheld;</li> <li>▪ Regular liaison with the Client to ensure excellent relationships are built and maintained, and issues identified and resolved where possible, primarily with the Commercial team.</li> </ul>	
<b>Tasks</b> <ul style="list-style-type: none"> <li>▪ Weekly and monthly reporting as per Bauer and the Clients requirements;</li> <li>▪ Administration of Bauer's NEC4 contract, and administration/valuation of the supply chain sub-contract agreements;</li> <li>▪ Tracking project performance and data;</li> <li>▪ Working with the team to collate data;</li> <li>▪ Analysis of data;</li> <li>▪ Preparation of forecasts;</li> <li>▪ Maintaining contract records and correspondence;</li> <li>▪ Assist with the drafting and development of sub-contracts;</li> <li>▪ Submit the weekly cost control report on time – includes a detailed review of the project costings and update the project progress and forecast details.</li> </ul>	
<b>Skills and abilities:</b> <ul style="list-style-type: none"> <li>▪ Strong work ethic, takes personal responsibility for their work, meets deadlines, sets the right example for others, and displays honesty and integrity;</li> <li>▪ Natural problem solver;</li> <li>▪ Effective communication skills including writing reports and presenting;</li> <li>▪ Positive attitude, constructive thinking and able to adjust to change;</li> <li>▪ Attention to detail, with an enquiring mind, not afraid to ask questions, seek assistance or challenge.</li> <li>▪ Work within rules and regulations of professional competence and code of conduct as defined by a professional institution.</li> <li>▪ Apply attributes of equality and diversity to meet the requirements of fairness at work.</li> </ul>	

**Minimum Requirements:**

- Proven experience in a similar and varied roles;
- Relevant degree qualification preferred but not essential;
- Good knowledge and operating experience of NEC forms of contract;
- Excellent IT skills (Microsoft Excel & Word);
- Full driving licence;
- Experience in a Civil or Geotechnical engineering and contracting sectors.

**Behaviours:**

- Know and work in accordance with the “BAUER Values”.