



JOB DESCRIPTION

Job title	Intermediate Quantity Surveyor
Location	London
Reporting to:	Commercial Director

ABOUT THE ROLE

The Arch Company is the UK's largest small business landlord, serving thousands of business owners who make a unique and vital contribution to the UK economy. The company purchased Network Rail's former commercial property estate in early 2019 and have a property portfolio of approximately 5,200 railway arches, business estates, former station buildings and other properties.

The Arch Company is proud to be the landlord to a diverse, passionate group of small business owners, entrepreneurs and community organisations across England and Wales. The Arch Company shareholders are Telereal Trillium and Blackstone Property Partners.

The Services Department is responsible for delivery of construction services through regionally based teams of project managers and building surveyors. The team deliver between 500 – 1,000 construction projects a year with values typically ranging from £1,000 to £5,000,000.

JOB PURPOSE

- Integral within the cost management team responsible for the effective procurement and cost management of contract works nationally.
- Provision of budget advice, review and analysis of contractor pricing, valuations and agreement of final accounts.
- Supporting benchmarking activity within the business at all project stages.
- Ensuring the appropriate application of measured term schedules of rates across a high volume of projects to ensure best value.
- Supporting the consistent management our supply chain

KEY ACCOUNTABILITIES

- Close working with Arch Co Project Managers, Property Managers, Building Surveyors and engineers.
- 2. Close liaison with 3rd party Building Surveyors, QS's and other external consultants.
- Budget and procurement advice to maximise commercial performance and minimise risk.
- Project cost management, including a high proportion of Measured Term Contract procurement (bespoke schedules of rates).
- Financial analysis of contractor pre/post measures.
- Preparation of estimates and cost planning.
- Preparation of tender documents, managing tender process, negotiation and reporting.

- Collating and applying benchmark data.
- Interim valuation, negotiation and agreement of final accounts.
- Site inspection where necessary to support accurate budget costing and post measure.
- Understanding our national supply chain and policing specifications to ensure adoption of preferred components / solutions to maximise best value investment in our estate release best overall value. 12. Ensuring accurate data is provided for systems, financial management and reporting.
- Supporting key contractor relationships to ensure best value and service.
- Negotiating financial settlements with Arch Co Ltd suppliers where disputes arise.

Key Skills, experience and qualifications

Experience

- Experience and sound understanding of Measured term Contracting, using schedules of rates
- Experience and understanding of other forms of procurement, ideally the JCT standard forms and incorporation of bespoke contract amendments, warranties, bonds etc.
- Advanced MS Excel knowledge and good working knowledge of Microsoft Word
- Able to work across a large number of projects at one time
- Good knowledge of benchmarking cost to support best value design and procurement
- An ability to quickly understand and consistently apply standard procedures associated with project delivery Desirable to have working knowledge of MS Project but not essential.

Personal Attributes

- Numerate and commercially astute
- Must be capable of working on own initiative within a sometimes, pressured team environment and have a systematic and logical approach to all technical duties
- Friendly, confident and professional approach to work
- Working to flexible timescales in order to ensure that Service Delivery is maintained
- Good report writing skills
- Team player.

Special Conditions

- Willing to travel across the country with support to our offices in London, Bristol, Manchester and York.

Essential

- Educated to Degree Level
- Experienced cost manager
- Able to work with a wide range of people
- Positive attitude and outgoing
- High IT aptitude
- Ability to work on own initiative
- Flexible
- Car Driver with full UK clean driving Licence

Desirable

- QS Professional qualification MRICS or similar
- 5+ years post qualification experience
- Understanding of Railway safety regime
- Experience in use of NBS
- Experience of heritage buildings.

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