



## JOB DESCRIPTION

<b>Job title</b>	Principle Quantity Surveyor
<b>Location</b>	London
<b>Reporting to:</b>	Commercial Director

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### 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, benchmarking reviews and analysis of Consultant QS budget advice and contractor pricing and driving value.
- Ensuring the appropriate application of measured term schedules of rates across a high volume of projects to ensure best value.
- Preparation of valuations and agreement of final accounts.
- Supporting the consistent management our supply chain, leading key contractor relationships where appropriate.
- Managing workload volumes and reporting across the Commercial Team.

### KEY ACCOUNTABILITIES

- Close working with Arch Co Project Managers, Property Managers, Building Surveyors and engineers.
- Close liaison with 3rd party Building Surveyors, QS's and other external consultants.
- Budget and procurement advice to maximise commercial performance and minimise risk.
- Preparation of estimates, cost planning and value engineering.
- Project cost management, including a high proportion of Measured Term Contract procurement (bespoke schedules of rates).

- Preparation of tender documents, managing tender process, negotiation and reporting.
- Procurement guidance and advice across all of services and externally appointed quantity surveyors on Major Projects.
- Financial analysis and benchmarking of contractor pre/post measures / tenders / final accounts.
- Collating and applying benchmark data.
- Pro-active management of post contract budgets and cost reporting.
- Interim valuation, negotiation and agreement of final accounts.
- Ensuring effective use of 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.
- Maintaining accurate data systems and financial management.
- Accurate project, team and regional level reporting.
- Development of our national supply chain, driving down costs and agreeing favourable contract terms and best value across the supply chain. Identifying alternative solutions and opportunities for commoditisation of costs for common components.
- Planning, managing and implementing strategic supply chain procurement.
- Management of key contractor relationships to ensure best value and service.
- Support/delivery of team training to ensure consistent understanding of our financial and procurement processes.
- Negotiating financial settlements with Arch Co Ltd suppliers where disputes arise.

### **Key Skills, experience and qualifications**

#### Experience

- Experience and understanding of various forms of procurement.
- Desirable to have experience and sound understanding of Measured term Contracting, using schedules of rates and other JCT standard forms of contract.
- Depth of experience applying contract provisions, bespoke contract amendments, bonds, warranties and the like.
- Advanced MS Excel knowledge and good working knowledge of Microsoft Word & Power Point.
- 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.
- Self-starter able to work in a sometimes, pressured environment to flexible timescales in order to ensure that Service Delivery is maintained.
- Good report writing skills.
- Capable to work within a team environment and have a systematic, analytical and logical approach to all technical duties.
- Friendly approach, capable of instilling confidence in team members and maintaining a positive team working environment

#### Special Conditions

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

#### Essential

- Educated to Degree Level.
- QS Professional qualification MRICS or similar.
- 5+ years post qualification experience.
- Experienced cost manager.
- Demonstrable experience in benchmarking
- Able to work with a wide range of people.

- Positive attitude and outgoing.
- High IT aptitude.
- Ability to work on own initiative.
- Flexible.

#### Desirable

- 10+ years post qualification experience.
- Understanding of Railway safety regime.
- Experience in use of NBS.
- Experience of heritage buildings.
- Car Driver with full UK clean driving licence.

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