



About HBC Construction Limited

Formerly known as Henry Boot Construction, HBC Construction Limited (HBC) is a wholly owned and independently managed construction company.

Employing over 100 construction specialists and based in Dronfield, Derbyshire, HBC operates across Yorkshire, Teesside and the East Midlands.

A multi award-winning contractor, HBC is committed to the highest possible industry standards. Renowned for building with integrity, authenticity and passion, developers, local authorities, contractors and supply chain partners know they can rely on HBC's service excellence, construction expertise and the ability to deliver solutions for complex projects.

Job title	Project Quantity Surveyor
Department	Commercial
Travel	Frequent business travel required
Role reference	
Reporting to	Commercial Manager
Job grade	6

Job summary

Commercial management, monitoring and reporting on a single project of a value between £10m to £25m; manage the contractual relationships between the various parties involved in the project and ensure that the commercial position of the project is accurately reported and controlled effectively.

Job details

- Provide contractual and commercial support to the pre-construction team to ensure our commercial position is protected on two-stage tender opportunities.
- Attend pre-start meetings with the client/ employer, their design team/ consultants and other stakeholders.
- Attend monthly progress meetings with the and the client/ employer, their design team/ consultants and other stakeholders. Draft the commercial section of the progress report to inform them of the commercial position of the project from our point of view.
- Building up relationships with the client/ employer, their design team/ consultants and other stakeholders to foster a partnering ethos.
- Prepare interim applications and submit to the client/ employer in line with the terms and conditions of the contract.
- Ensure that the change schedule is updated regularly and that a forecast/ projected final account is submitted with each interim application.
- Agree the interim valuation with the client/ employer and raise an invoice on receipt of a payment notice. Track payments to ensure payment is made on time in accordance with the terms and conditions of the contract.



- Work together with the client/ employer to agree the final account with the purpose of ensuring a mutually agreeable resolution to increase opportunities for repeat business.
- Gain an understanding of the main contract amendments and evaluate the influence on the commercial management of the project.
- Provide contractual and commercial support to the site team to ensure our commercial position is protected and that we do not carry out work that will add a cost or time to a project, which will put us at a risk as a business.
- Explore value engineering opportunities with the site and design team to improve efficiency whilst ensuring that the client/ employer still achieve their objectives, which sometimes means passing on savings.
- General administration of the main contract.
- Attend internal tender handover meetings with the pre-construction team to gain an initial understanding of projects.
- Management of all the sub-contractors required on a project from procurement through to the final account.
- Consider and select the most suitable procurement route for each sub-contract package.
- Prepare an ITT for each sub-contract package and issue using a cloud-based supply chain management and procurement platform.
- Evaluate sub-contract tender submissions and select the most suitable sub-contractor.
- Identify problems with budgets and if there are projected losses, scrutinise the cause and how we can recover them.
- Gain authorisation to place orders with the successful sub-contractor including reporting on profit and loss and other tenders submissions considered.
- Arrange and attend 'Checklist' meetings with sub-contractors to discuss and record the agreed terms and conditions of the sub-contract.
- Ensure payment terms are aligned with the main contract and provide an appropriate lag to ensure healthy cash flow.
- Drafting sub-contracts for approval and issuing to sub-contractors using cloud-based services to send, track and manage the e-signature process.
- Complete sub-contractor package awards using a cloud-based supply chain management and procurement platform to enable quarterly 360° sub-contractor appraisals.
- Accurately measure and value the works undertaken by sub-contractors. Undertake site inspections and audits as necessary.
- Review interim and final accounts submitted by sub-contractors, challenge value completed and certify payments in line with the payment terms of each sub-contract using an online portal for the end-to-end management and visibility of the payment cycle.
- Work together with sub-contractors to agree the final account with the purpose of ensuring a mutually agreeable resolution to maintain healthy supply chain relationships.



- General administration of the sub-contract including issuing directions/ instructions and notices as required by the sub-contract.
- Draft consultant appointments for strategic services e.g. acoustic engineer, fire engineer, BREEAM consultant and issue to consultants using cloud-based services to send, track and manage the e-signature process.
- Perform duties/ responsibilities in line with the management system to successfully satisfy commercial audit requirements. Commercial audits will be carried out by a Commercial Manager.
- Attend weekly planning meetings on site to discuss progress, procurement and performance of sub-contractors.
- Prepare monthly cost and value reports produced using contract management software, in line with generally accepted accounting principles. Compare costs against forecast costs and discuss reasons for any variance with the site team.
- Prepare and update monthly the estimated forecast cost and estimated forecast revenue for the project and update the commercial risk register.
- Chair monthly cost and forecast meetings and prepare meeting minutes reporting on the commercial position of the project and identifying, analysing and responding to commercial risks.
- Highlight areas for feedback to the pre-construction team (positive and negative) to promote continuous improvement.
- Complete the commercial entries for the project record sheet.
- Motivate and manage junior members of the commercial team, being responsible for directly supervising a Trainee Quantity Surveyor or Quantity Surveyor.
- Attend prearranged training courses/ legal updates to keep up to date on industry matters.
- Understanding and implementing the requirements of health and safety regulations on site.

Qualifications, Skills, Knowledge and Experience

Education, Training and Qualifications	Essential	- Quantity Surveying degree or post graduate conversion course accredited by Royal Institution of Chartered Surveyors (RICS) - Demonstrate commitment to personal and professional development
	Desirable	- Member of Royal Institution of Chartered Surveyors (MRICS) - CSCS card - Driving licence in order to travel to site as required
Relevant Experience	Essential	- Previous experience of a similar role - Experience working on projects of a value between £10m to £25m - Experience working on Pre-Contract Services Agreements on two-stage tenders - Experience in JCT and NEC forms of contract - Familiar with PPC and other industry standard forms of contract
Skills and abilities	Essential	- Accomplished written and verbal communications skills, including the ability to write clear reports conveying complex information in a simple way to a diverse range of people - Accomplished interpersonal and teamwork skills and the ability to motivate and lead those on site - Stakeholder management – ability to build and develop relationships - Resilience, determination and the ability to work well under pressure - Excellent attention to detail - Confident in the use of and a good working knowledge of IT including MS Office applications - Ability to use sophisticated design and costing IT packages - Ability to challenge respectfully and constructively - Ability to negotiate

		• Proficient in the identification of key commercial risks and the ability to identify key design, programme and production related risks on site • Early identification and understanding of commercial issues on site and areas of potential dispute • Ability to solely work on more than a single project
	Desirable	• Driving licence in order to travel to site as required
Knowledge and experience	Essential	• Strong maths and data analysis skills • Ability to use your initiative • Commercially aware • A practical, logical and methodical approach to work • A detailed understanding of contractual awareness • Ability to comment on sub-contract amendments • A detailed understanding of consultant appointment
	Desirable	• Project management skills
Behaviours	Essential	• Demonstrates the HBC vision and values at the highest level. • Team orientated • Attention to detail • Composed (working under pressure) • Communicative – ability to articulate in a concise manner • Organised • Capable of flexible approach • Energetic • Self-motivated (demonstrating a drive and determination to get the job done) • Accountable for your actions and decisions made • Professional at all times • Treat everyone with courtesy, respect and fairness