

SENIOR QUANTITY SURVEYOR ROLES AND RESPONSIBILITIES

Reports to: Commercial Manager / Commercial Director

Function: Commercial

ROLE PURPOSE

The Senior Quantity Surveyor is responsible for leading the day-to-day commercial management of assigned projects and providing effective commercial support to the Commercial Manager and Commercial Director. The role is accountable for accurate cost and value control, contract administration, procurement, cash recovery, change management, risk, reporting and final-account delivery.

The Senior Quantity Surveyor is expected to manage significant or complex commercial work with a high degree of independence, provide credible commercial challenge to project teams and supervise or develop junior Quantity Surveyors where allocated. The role must maintain accurate records and forecasts, protect Statom Group's contractual position and support safe, efficient and profitable project delivery.

This role profile operates alongside Statom Group's PDR process, role-specific technical competencies, Statom behavioural competencies and separately agreed objectives. Together these provide the framework for assessing performance, capability, development and contribution.

KEY WORKING RELATIONSHIPS

- Commercial Manager and Commercial Director.
- Project Directors, Project Managers, Site Managers, Engineers and operational teams.
- Site Quantity Surveyors, Assistant Quantity Surveyors, Graduates and Trainees.
- Finance, Procurement, Plant, Design, Health & Safety and Pre-Construction teams.
- Clients, consultants, subcontractors and suppliers.

KEY RESPONSIBILITIES

Project Commercial Management

- Lead the commercial management of assigned projects from mobilisation through final account and close-out.
- Maintain control of project budget, cost, value, margin, cash, change, risk and forecast final position.
- Provide timely commercial advice to Project Managers and site teams and challenge decisions that create avoidable cost or contractual exposure.
- Identify adverse trends early, agree corrective actions and escalate material issues to the Commercial Manager or Commercial Director.
- Maintain a clear and auditable commercial strategy for the project.

CVR, Cost Control and Forecasting

- Prepare accurate monthly CVRs, internal valuations, accruals, liabilities, material-on-site schedules and cost-to-complete forecasts.
- Ensure actual and committed cost is correctly coded and reflected in the project position and reconcile material discrepancies.
- Prepare budgets, cash-flow projections and monthly cost/value forecasts aligned to current programme and delivery information.
- Explain material movements in cost, value, margin and forecast outcome and support recovery planning where required.

- Identify opportunities for value engineering and cost optimisation without compromising quality, safety or client requirements.

Contract Administration, Change and Claims

- Administer client and subcontract contracts in accordance with agreed terms and Company procedures.
- Understand key contract clauses, amendments, notice provisions, payment mechanisms, programme obligations and risk allocation for assigned projects.
- Identify and manage changes, variations, delay, disruption and potential contractual entitlement promptly.
- Prepare and issue contractual notices and correspondence within required timescales and maintain contemporaneous supporting records.
- Prepare or support claims, extensions of time, loss and expense and dispute-resolution activity as required.
- Escalate material contractual risk, adverse terms or unresolved disputes appropriately.

Procurement and Supply Chain Management

- Develop and manage procurement strategies and programmes for assigned packages in conjunction with project and commercial leadership.
- Prepare tender documentation, analyse returns, clarify scope, negotiate terms and prepare commercial recommendations.
- Ensure subcontract orders clearly define scope, responsibilities, rates, programme requirements, exclusions and key contractual obligations.
- Manage subcontractor applications, payments, variations, contra-charges, risk and final accounts.
- Monitor subcontractor financial and commercial performance and escalate emerging risk promptly.

Applications, Cash and Payment Control

- Prepare accurate and timely client applications and valuations supported by appropriate evidence.
- Attend client commercial meetings, agree interim valuations and pursue certification and payment in line with contract.
- Monitor payment notices, pay less notices, due dates and final dates for payment.
- Ensure subcontractor payment processes comply with contractual and statutory requirements.
- Drive recovery of outstanding variations, retentions and other sums due and support reduction of aged debt.

Reporting, COINS and Record Control

- Maintain accurate project commercial information in COINS and other approved systems, including orders, commitments, cost coding, accruals and payments.
- Prepare clear commercial reports on cost status, forecast, cash, risk, change and final-account position.
- Maintain complete project records, correspondence, instructions, meeting records, payment information and supporting evidence.
- Ensure records are capable of supporting audit, contractual submissions, claims and final accounts.
- Support internal, external and client audits and close agreed actions within required timescales.

Risk, Compliance and Project Support

- Identify and assess cost, contract, procurement, programme and delivery risks and maintain appropriate mitigation actions.
- Ensure commercial decisions and procurement activities support Health & Safety, quality, environmental and legal requirements.
- Work closely with Project Managers, Engineers and Design teams to understand programme, information and technical issues with commercial impact.
- Protect confidential and commercially sensitive information and comply with Company governance, delegated authority and approval requirements.

Client and Stakeholder Management

- Act as a key commercial contact for clients and consultants on assigned projects.
- Communicate commercial issues, risks and proposals clearly and professionally.
- Build constructive relationships with clients, subcontractors and suppliers while maintaining commercial discipline.
- Support project handovers, tender reviews and lessons learned with relevant commercial information.

People Leadership and Professional Development

- Lead, mentor and support Site Quantity Surveyors, Assistant Quantity Surveyors, Graduates or Trainees where allocated.
- Set clear work standards, review the quality and accuracy of commercial outputs and provide timely feedback.
- Support PDRs, development plans and professional qualification pathways, including RICS/APC where applicable.
- Share technical knowledge and good practice and address capability or performance concerns promptly and fairly.
- Maintain own professional knowledge of contracts, legislation, construction practice, systems and commercial standards.

Final Accounts and Close-Out

- Develop and maintain a final-account strategy throughout project delivery.
- Prepare, negotiate and agree client final accounts and ensure supporting evidence is maintained.
- Agree subcontractor final accounts and resolve outstanding change, claims, contra-charges and payment matters.
- Support release of retentions and recovery of outstanding sums.
- Complete commercial close-out promptly and capture lessons learned.

ROLE-SPECIFIC TECHNICAL / PROFESSIONAL COMPETENCIES

Senior Quantity Surveyor level: the postholder is expected to be advanced and largely self-sufficient, lead complex project commercial activities, provide assurance to management and coach less experienced team members. These competencies should be assessed through the PDR process alongside delivery against objectives and Statom behavioural competencies.

TECHNICAL / PROFESSIONAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Commercial Management of Construction Works	Leads the commercial position on significant or complex projects, integrates cost, value, programme, productivity, risk and change, and drives recovery actions where required.
Project Finance Control & Reporting	Produces accurate CVRs, cost-to-complete forecasts, cash projections and profitability reporting and can explain material movements and assumptions clearly.
Contract Practice & Administration	Applies strong working knowledge of project contract terms, amendments, notices and payment mechanisms and manages contractual compliance with limited supervision.

TECHNICAL / PROFESSIONAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Procurement & Tendering	Leads procurement of significant packages, tender analysis, negotiation, recommendation and order placement and ensures scope and risk are clearly allocated.
Quantification, Costing & Valuation	Accurately measures and values works, challenges rates and assumptions and verifies cost and value information supporting applications, variations and forecasts.
Change, Claims & Risk Management	Identifies entitlement and exposure early, maintains evidence, prepares robust notices and submissions and supports negotiation or formal dispute processes.
Cash, Payment & Final Accounts	Manages applications, certification, subcontract payments, cash recovery, retentions and final accounts through to timely close-out.
COINS, Data & Governance	Maintains accurate and auditable commercial data in COINS and approved systems and ensures records, approvals and delegated-authority controls are followed.
Leadership, Client Care & Negotiation	Provides credible commercial challenge, communicates complex issues clearly, negotiates effectively and develops junior commercial capability.

STATOM BEHAVIOURAL COMPETENCIES

The postholder is expected to demonstrate Statom Group's behavioural competencies consistently in how the role is performed. Particular emphasis for this role applies to:

STATOM BEHAVIOURAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Drives Performance	Takes ownership of project commercial performance, sets clear actions and deadlines, maintains control across competing priorities and drives issues to resolution.
Understand Stakeholder Needs	Understands client, project and management priorities and translates commercial requirements into practical advice that supports delivery while protecting Statom.
Builds Trusted Relationships / Networks	Builds strong relationships with project teams, clients and supply chain, communicates professionally and follows through on commitments.
Commercial Judgement	Uses evidence and experience to make balanced decisions on cost, value, risk, entitlement, negotiation and escalation.
Bigger Picture View	Understands how project-level decisions affect margin, cash, programme, reputation, future work and the wider Group commercial position.
Open to Change	Responds constructively to new information, systems, contract requirements and lessons learned and helps others adopt improved commercial practices.

Framework reference: Statom Group Behavioural Competencies - Statom Group Induction V2026.

PDR AND PERFORMANCE FRAMEWORK

- This role profile, the role-specific technical/professional competencies, Statom behavioural competencies and separately agreed objectives together form the performance framework for the role.
- Individual objectives and performance measures will normally be agreed through the PDR process and may be reviewed or updated to reflect business priorities, project requirements and the postholder's stage of development or scope of responsibility.
- Specific annual objectives are kept outside the contract of employment so that they can evolve without requiring a contractual variation.
- Performance assessment should consider the quality and sustainability of outcomes, including accuracy, integrity, governance, risk management, collaboration and professional conduct, rather than relying on a single financial or output measure.
- Evidence may include project commercial records, CVRs and forecasts, applications and payment information, procurement and change records, audit outcomes, stakeholder feedback, PDR evidence, development progress and delivery of agreed actions.
- Where the employee participates in a discretionary bonus arrangement, these measures may inform the individual performance assessment but do not create or guarantee any bonus entitlement.

INDICATIVE PERFORMANCE MEASURES

The measures below provide a structured basis for PDR assessment. Weightings are indicative and may be adjusted to reflect the role, project allocation, development stage and business priorities.

Financial Performance and CVR Control - 30%

Measured against:

- accuracy and timeliness of monthly CVRs;
- accuracy of actual, committed and accrued cost;
- quality of cost-to-complete forecasts;
- project margin and profitability;
- early identification and management of adverse cost or margin trends.

Cash, Variations and Final Accounts - 25%

Measured against:

- accuracy and timeliness of applications;
- certification and cash collection;
- recovery and timely agreement of variations;
- retention and debt recovery;
- timely client and subcontractor final-account agreement.

Contract, Procurement and Risk - 20%

Measured against:

- timeliness and quality of contractual notices;
- quality of procurement and subcontract documentation;
- management of claims, disputes and commercial risk;
- compliance with payment mechanisms and delegated authority;
- quality of supporting records and evidence.

Project Support, Governance and Development - 10%

Measured against:

- quality of commercial reporting and project advice;
- COINS data quality and audit outcomes;
- completion of agreed actions and handovers;

- development and supervision of junior team members;
- delivery of agreed process improvements.

Statom Behaviours and Professional Standards - 15%

Measured against:

- accountability and reliability;
- commercial judgement;
- communication and collaboration;
- leadership and development of others;
- integrity, professional conduct and continuous improvement.

EDUCATION, QUALIFICATIONS AND CAPABILITY

Essential / Required

- Substantial quantity surveying experience within construction, civil engineering or a comparable specialist contracting environment.
- Strong practical experience of CVRs, cost control, forecasting, applications, variations, subcontract accounts and final accounts.
- Strong understanding of construction contracts, contractual notices and payment mechanisms.
- Ability to manage significant or complex project commercial activities with limited supervision.
- Strong communication, negotiation, organisation and analytical capability.
- Competence using COINS or comparable commercial/cost-management systems.

Desirable / Development

- Degree or equivalent qualification in Quantity Surveying, Civil Engineering, Commercial Management or a related discipline.
- RICS membership/chartered status or active progression toward an appropriate professional qualification.
- Experience supporting claims, adjudication, mediation or complex contractual disputes.
- Experience supervising and developing junior Quantity Surveyors.

GENERAL ACCOUNTABILITIES

- Comply with Statom Group policies, procedures, professional standards, delegated authorities and reasonable management instructions relevant to the role.
- Take reasonable care for personal Health & Safety and that of others who may be affected by the postholder's actions or omissions and support safe, compliant project delivery.
- Maintain confidentiality and protect commercially sensitive, client, supply-chain and personal information.
- Use Company systems and records accurately and in accordance with data-protection, information-security and record-retention requirements.
- Raise material commercial, contractual, financial, safety, compliance, conduct or integrity concerns through the appropriate route.
- Undertake other reasonable duties consistent with the level and purpose of the role as business requirements evolve.

ROLE REVIEW AND ACKNOWLEDGEMENT

This document sets out the principal accountabilities and expected standards of the role. It is not intended to be an exhaustive list of every task or objective. Responsibilities, priorities and performance measures may be reasonably adjusted to reflect business requirements, development and project allocation, provided any material change to the fundamental nature of the role or contractual terms is managed appropriately.



Employee name	
Employee signature / date	
Manager signature / date	