

SITE QUANTITY SURVEYOR ROLES AND RESPONSIBILITIES

Reports to: Senior Quantity Surveyor / Commercial Manager / Commercial Director

Function: Commercial

ROLE PURPOSE

The Site Quantity Surveyor is predominantly based on the project or projects to which they are assigned and is responsible for the day-to-day commercial control of those works. The role manages measurement, cost and value, applications, subcontract accounts, change, records, cash, forecasting and final-account activity under the direction of the senior commercial team.

The Site Quantity Surveyor is expected to understand the project contract and commercial strategy, maintain accurate and current records, identify risk and change early, provide reliable information for CVRs and forecasts and work closely with the construction team to protect Statom Group's commercial position while supporting safe and successful 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

- Senior Quantity Surveyor, Commercial Manager and Commercial Director.
- Project Manager, Site Manager, Engineers and site delivery teams.
- Assistant Quantity Surveyors, Graduates and Trainees where allocated.
- Finance, Procurement, Plant, Design and Health & Safety teams.
- Clients, consultants, subcontractors and suppliers.

KEY RESPONSIBILITIES

Project Cost and Value Control

- Maintain day-to-day control of project cost and value and understand the approved budget and commercial strategy.
- Accurately measure and quantify completed works using appropriate drawings, records, measurement software and applicable methods of measurement.
- Prepare internal valuations, cost accruals, material-on-site schedules and other information required for monthly CVRs.
- Monitor actual and committed spend against budget and cost to complete and identify potential overspend or savings early.
- Prepare or support monthly cost and value forecasts and cash-flow projections aligned to the current project programme.

Applications, Valuations and Cash

- Prepare and submit accurate monthly client applications for payment with complete supporting information.
- Attend client valuation or commercial meetings where required and support agreement of interim payments.
- Monitor certification and payment and escalate under-certification, late payment or unsupported deductions promptly.
- Ensure completed work, materials, variations and other contractual entitlements are properly captured and valued.
- Support recovery of retentions and other outstanding sums.

Contract Administration and Change Control

- Understand the main contract, key clauses, amendments, payment mechanism, notice requirements and relevant subcontract obligations for the assigned project.
- Identify potential changes, variations, delay and additional works and ensure they are recorded and notified promptly.
- Prepare or support contractual notices, variation quotations and change submissions using appropriate records and evidence.
- Maintain current variation, instruction and risk registers and track items through valuation and agreement.
- Support preparation of claims, extensions of time, loss and expense or dispute information where required.

Subcontract Procurement and Account Management

- Support procurement strategy and programme for project subcontract packages.
- Prepare and issue tender documentation, analyse returns, raise clarifications and prepare tender comparisons and recommendations.
- Prepare subcontract order documentation in accordance with Statom templates, approved terms and delegated authority.
- Review subcontractor applications and invoices, verify work completed and issue or support timely payment notices in accordance with contract and legislation.
- Manage subcontract change, contra-charges, accruals and final-account information and identify subcontractor financial or performance concerns.

CVR, COINS and Commercial Records

- Provide accurate and timely information for the monthly CVR, including costs, value, accruals, commitments, variations, risks and forecast position.
- Maintain accurate project commercial data in COINS and other approved systems, including subcontract orders, payments, cost coding and commitments.
- Cross-check invoices, delivery records, plant, materials and other costs and report discrepancies.
- Maintain complete and organised records of instructions, correspondence, meetings, measurements, applications, payment certificates and variation evidence.
- Ensure commercial records are sufficiently clear and complete to support audit, claims and final accounts.

Site Monitoring and Project Coordination

- Maintain regular site awareness so commercial information reflects actual progress, scope, sequencing and constraints.
- Work closely with Project Managers, Engineers and site teams to identify commercial implications of design, programme, procurement and operational decisions.
- Provide clear commercial updates to the senior commercial team and escalate material issues promptly.
- Support quality, design and information-management processes where they have a commercial impact, including RFIs and missing or conflicting information.
- Identify recurring issues and propose practical actions to improve cost, value or commercial control.

Risk, Compliance and Health & Safety

- Recognise and assess project risks relating to cost, programme, quality, contract and supply chain and escalate them appropriately.
- Comply with Statom commercial procedures, delegated authority, procurement controls and document-management requirements.
- Ensure commercial and procurement activity does not undermine Health & Safety, quality or environmental requirements.
- Participate appropriately in site safety activities and report observed hazards or unsafe conditions through the correct route.

- Protect confidential, commercially sensitive and personal information.

Client and Stakeholder Communication

- Act professionally as a commercial contact for clients, consultants, subcontractors and suppliers on assigned matters.
- Communicate cost, value, change and contractual issues clearly and accurately.
- Build constructive relationships while maintaining Statom's contractual and financial position.
- Keep relevant project and commercial stakeholders informed of material issues, actions and deadlines.

Final Account and Project Close-Out

- Maintain final-account records throughout project delivery rather than waiting until completion.
- Prepare and support negotiation of client final-account information and ensure all entitlement is evidenced.
- Agree subcontractor final accounts within delegated authority and resolve outstanding change and payment matters.
- Ensure commercial records are completed and archived in accordance with Company requirements.
- Capture lessons learned for future projects.

Professional Development and Support of Others

- Maintain and develop technical knowledge of quantity surveying, construction technology, contracts, systems and relevant legislation.
- Complete PDR and development actions within required timescales and actively seek feedback and development opportunities.
- Work toward relevant professional competencies or qualifications where applicable.
- Provide guidance and practical support to Assistant Quantity Surveyors, Graduates or Trainees where allocated.
- Recognise when advice or approval is required and escalate matters beyond personal competence or delegated authority.

ROLE-SPECIFIC TECHNICAL / PROFESSIONAL COMPETENCIES

Site Quantity Surveyor level: the postholder is expected to be competent and increasingly independent in the full commercial cycle of an assigned project, while recognising when complex or material matters require senior review. 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
Measurement & Quantification	Accurately measures completed work and interprets drawings, specifications and site information using relevant methods of measurement and digital tools.
Cost Control, CVR & Forecasting	Maintains accurate cost/value information, accruals and commitments, supports robust CVRs and produces realistic cost-to-complete and cash forecasts.
Contract Practice & Notices	Understands key contract and subcontract provisions, payment mechanisms and notice requirements and applies them correctly to routine project matters.

TECHNICAL / PROFESSIONAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Procurement & Subcontract Management	Manages package procurement, tender comparison, order preparation, subcontract applications, payments, variations and final accounts within authority.
Valuations, Applications & Cash	Prepares accurate applications and valuations, supports certification and cash collection and ensures entitlement is evidenced and pursued.
Change, Variations & Claims Support	Identifies change early, maintains records and registers, values variations and prepares timely submissions and supporting evidence.
COINS, Data & Record Control	Uses COINS and approved systems accurately and maintains complete, auditable cost, contract and project records.
Risk, Design & Project Interface	Understands how programme, design, procurement, quality and site decisions create commercial risk and raises issues early with the appropriate team.
Communication & Negotiation	Communicates commercial matters clearly, builds professional relationships and negotiates routine project issues constructively within delegated authority.

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 assigned commercial activities, plans work around project deadlines, follows actions through and escalates delays before they affect cash, cost or programme.
Understand Stakeholder Needs	Understands what the project team, client and commercial management need from the role and provides accurate, timely and practical information.
Builds Trusted Relationships / Networks	Works constructively with site teams, clients, subcontractors and suppliers and maintains credibility through accurate information and dependable follow-through.
Commercial Judgement	Uses evidence and contractual understanding to make proportionate decisions on value, cost, change and payment and knows when to seek senior advice.
Bigger Picture View	Understands how day-to-day records, procurement, variations and payment decisions affect project margin, cash, risk and final account.
Open to Change	Learns from feedback, adapts to new systems and project requirements and improves working methods when a better approach is identified.

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.

Cost, CVR and Forecast Accuracy - 30%

Measured against:

- accuracy and timeliness of cost and value information;
- quality of accruals, commitments and cost coding;
- accuracy of CVR support and cost-to-complete forecasts;
- early identification of overspend and commercial risk;
- delivery against agreed project commercial actions.

Applications, Cash and Variation Recovery - 25%

Measured against:

- accuracy and timeliness of applications;
- quality of supporting evidence;
- timely identification, submission and agreement of variations;
- support for certification, cash collection and retention recovery;
- control of outstanding client commercial actions.

Subcontract and Procurement Control - 20%

Measured against:

- quality and timeliness of tender comparisons and order documentation;
- accuracy of subcontract applications and payment notices;
- control of subcontract change, accruals and final accounts;
- compliance with delegated authority and procurement processes;
- identification of supply-chain commercial risk.

Records, Risk and Project Support - 10%

Measured against:

- quality and completeness of COINS and project records;
- timely contractual notices and risk escalation;
- quality of commercial support to the construction team;
- audit and document-control outcomes;

- completion of agreed improvement or close-out actions.

Statom Behaviours and Professional Development - 15%

Measured against:

- accountability and reliability;
- commercial judgement;
- communication and collaboration;
- professional development and support of junior colleagues;
- integrity, safety awareness and continuous improvement.

EDUCATION, QUALIFICATIONS AND CAPABILITY

Essential / Required

- Practical quantity surveying experience within construction, civil engineering or a related contracting environment.
- Ability to measure works, prepare valuations and applications and manage routine subcontract commercial activities.
- Working understanding of cost control, forecasting, variations and contract administration.
- Good numerical, analytical, organisational and communication skills.
- Ability to work on site, manage competing deadlines and maintain accurate records.
- Competence using Microsoft 365 and ability to use COINS or comparable systems following training.

Desirable / Development

- Degree, HNC/HND or equivalent qualification in Quantity Surveying, Commercial Management, Construction or a related discipline.
- Working toward RICS, CIOB or another relevant professional qualification.
- Experience with JCT, NEC or bespoke construction contracts relevant to Statom's work.
- Experience supporting or supervising junior commercial team members.

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	