

Senior Level (Chartered) Quantity Surveyor (& Project Manager)

About John Burke Associates

John Burke Associates, Chartered Surveyors & Chartered Building Consultants, have been established since 1982 and is a leading independent Practice of Construction Professionals.

The Practice provides Construction Consultancy at various levels including particular expertise in the following disciplines:

- Quantity Surveying & Cost Consultancy
- Project Management & Lead Consultancy
- Employer's Agent
- Project and fund Monitoring
- Building Surveying
- CDM 2015 & Health & Safety Advice & Support
- Party Wall Surveying & Boundary Related Matters
- Site Inspection & Clerks of Works (*Independent Third Party Site Inspection & Quality Control*)

John Burke Associates is a Constructionline and CHAS registered and accredited Practice. We are also certified under ISO 9001:2008 as a Quality Assured Organisation and under ISO 14001:2004 as an Environmental Management Organisation.

John Burke Associates operates as two complementary divisions, namely:

- 1) Chartered Surveying and Project Management;
- 2) Chartered Building Consultancy, which specialises in third party site inspection services nationwide.

Both divisions have proven track record of successfully delivering projects to an exceptional standard.

The head office consists of a small team of Quantity Surveyors, Building Surveyors and Project Managers, together with administration support staff, all working under the direction of the Operations Director.

Departmental & Position Requirements

John Burke Associates are seeking a suitable candidate to join the Chartered Surveying and Project Management Department at our Head Office, located near Romford, Essex.

The position would ideally suit a qualified MRICS Quantity Surveyor with a minimum of five years relevant post-qualification working experience.

As well as general Quantity Surveying duties (including fund monitoring, cost plans, etc.); the candidate will require experience in Project Management, Employer's Agent and Contract Administrator roles on projects of various size, complexity and type.

The successful candidate must have a confident, hands on approach in order to competently manage Projects and interface with Clients.

All Surveyors need to possess a range of skills and experience across different sectors for both project and professional competencies so that they provide some flexibility in how different commissions are allocated within the team.

The successful candidate will be a competent Chartered Quantity Surveyor and Project Manager who is able to work to high standards with little direction and supervision. The candidate will become a key person in a small office and look to take over the lead role from the existing Quantity Surveyor/Project Manager Associate who will be retiring.

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Job Description

Working autonomously to deliver Quantity Surveying and Project services, reporting directly to the Team Leader, Associate Quantity Surveyor, or in some cases directly to a commission Director.

Quantity Surveyor and Project Management Duties will include:-

- Measurement and 'Taking Off'
- Pre-contract cost advice including Feasibility/Financial Appraisals, Cost Planning and Pre-Tender Estimates
- Preparing Tender Documentation
- Tender Evaluation
- Preparing Contract Documents
- Pre and Post Contract Project Management:
(including advice on project plans and procurement, consultant appointments, programmes, warranties, trackers and action lists, chairing meetings and issuing minutes; project status reports, change control, etc payment certificates/notices, instructions, practical completion, making good defects, etc.)
- Employer's Agent/Contract Administrator duties:
(including chairing meetings and issuing minutes; payment certificates/notices, instructions, practical completion, making good defects, etc.)
- Pre-contract Quantity Surveying duties:
(including cost assessment and advice Variations, Assisting with Contractual Advice and Claims, Cost Forecasting and Reporting, Preparation of Valuations of works on site, Final Account Preparation, etc.)
- Independent Project and Cost Monitoring and Auditing, including Fund Monitoring for Banks
- Support to Building Surveyors for Cost Estimating for Asset Planning Reports and Dilapidations

Essential skills are as follows:-

- Advanced or Intermediate Skills with Microsoft packages, including Word, Excel & Outlook
- Proficiency at using BCIS Online
- Proficiency at using CAD Measure & CATO measuring and cost estimating software
- Proficiency at using Microsoft Project
- Strong Construction Technology knowledge
- Thorough understanding and experience of using JCT DB, JCT IC forms of contract

Other Requirements

- Driving licence and car with business-use insurance is essential
- Candidates must be eligible to live and work in the UK

Sector Types

- Public Sector corporate/office, residential, education and healthcare
- Private Sector office, industrial and some retail and some bespoke residential

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Current Projects

An example of project types currently being undertaken by JBA include:-

- Various Newbuild Housing Development Projects – Various – EA/QS/PM - £2m to £50m
- Commercial development including Automotive Garage and Showroom Project - £5m to £10m
- Various school extension and refurbishment – Various and Maintenance Projects - Lead Consultants
- Various cost estimates for developers
- Various fund monitoring commissions for Banks

Interview Stages

Some candidates may be requested to take part in an initial telephone interview before receiving an invitation to attend in person.

The interview format usually comprises a two-stage process, whereby candidates will initially be interviewed and, if successful, will be requested to attend a Stage 2 interview which may include some practical assessment to demonstrate some of the essential skills required for the position.

Employment Basis

- Permanent
- Start ASAP
- Salary indication to be negotiable, depending on experience and ability
- 22 days holiday, plus up to 4 additional days at Christmas (in addition to public holidays)
- Up to five additional days holiday in subsequent years worked (after 3 years, 1 extra day each year up to a maximum of 27 days)
- Projected related business expenses paid (mileage £0.45 per mile)
- Statutory pension scheme
- Annual RICS subscription paid
- Predominantly based at our Head Office located A12, near Romford, Essex