|  |  |  |  |
| --- | --- | --- | --- |
| Role Profile Title: | **Senior Quantity Surveyor** | Job Code: |  |
| Job Title: (for use when creating an individual job description) |  |
| Job Family : |  | LAIO Level: |  |
| Position Reports to: | **Commercial Manager** |
| BU / Project / Dept: | **M22010 JBB1** |

|  |
| --- |
| **Leighton Asia**  |
| Leighton Asia leverages comprehensive sector expertise and geographic diversity as a leading construction and mining services provider. We possess a unique combination of local knowledge and extensive international experience, which allows us to develop competitive, innovative and practical solutions across Asia, India and the global offshore market. Our ability to consistently deliver results to clients, shareholders and communities in our geographically vast and culturally diverse footprint is backed by our motivated, focused and performance-driven employees. We currently operate in China, Hong Kong, India, Indonesia, Iraq, Laos, Macau, Malaysia, Mongolia, the Philippines, Singapore, Sri Lanka, Thailand and Vietnam. Leighton Asia is headquartered in Hong Kong. |

|  |
| --- |
| **Purpose of the Role (why does the position exist, WITH what objectives)** |
| The role is responsible for providing support to commercial planning for projects; tracking and reporting project costs and cash flows against budget; preparing, submitting and tracking monthly progress claims to client; preparing procurement schedules; sub-contractor evaluation and preparation of contracts in conjunction with project teams WITH THE OBJECTIVE OF minimizing financial cost, maximizing financial recovery and limiting contractual and commercial exposure to dispute. |

**Key working relationships** (Explain the people and levels and reasons both within and outside the organisation with which this job has to interact)

|  |  |
| --- | --- |
| **Primary Audience (Internal)** | **Primary Audience (External)** |
| **Within the same function:*** Commercial team
* Construction team
* Planning team
* Project Leader
 | * Client representatives and field staff
* Sub-contractors
* Suppliers
 |
| **Outside the function:*** All departments
* Project team
 |

**Qualifications, Experience and Skills**

(Please provide typical qualification and experience requirements for the position, and not qualifications of the position holder)

|  |  |
| --- | --- |
| **Qualifications** | **Experience** |
| * Bachelor’s degree in Quantity Surveyor
 | * Total work experience: 12+ years
* Total relevant experience: 3-5 years of experience in contracting of projects of similar size/complexity
* Knowledge of construction industry
* Knowledge of legal aspects relevant to contracting
* Planning & time management skills
 |

|  |
| --- |
| **BEHAVIOURAL SKILLS** |
| (Refer to Knowledge: Leadership Capabilities / Behavioral Expectations for the descriptions of behavioral skills for the role) |

**Key Accountabilities** (List all areas of responsibilities, with key tasks and performance metrics defined)

| **Key Accountabilities** | **Key Tasks & Performance Indicators** |
| --- | --- |
| Commercial planning & monitoring | *Tasks:* * Analyse project revenues and direct/indirect costs against forecasts on an on-going basis
* Oversee accurate and timely entry of cost details into the project cost control system
* Prepare monthly progress reports and highlight deviations, if any, to supervisor; Take corrective action as directed
* Provide necessary support with respect to documentation, etc. to external audit teams

*Performance indicators:* * Feedback from supervisor on commercial planning & monitoring
 |
| Cash flow management | *Tasks:* * Coordinate with collections team for timely collection of payments from clients
* Coordinate with financial institutions for timely payment to suppliers and sub-contractors
* Create project cash flow reports periodically basis analysis of costs incurred across all cost centres; Share with supervisor for review
* Seek support from supervisor on deviations from forecasts; Take corrective action as directed

*Performance indicators:* * Feedback from supervisor on cash flow management
 |
| Client claims management | *Tasks:* * Assist with preparation, submission and monitor monthly progress claims to the client
* Create detailed documentation to substantiate additional claims for any variations in scope of work, sequence of work, timelines, documentation requirements, etc. from the original contract
* Assist with preparation of timely notices to the client for additional claims; Provide necessary clarifications for any queries/concerns related to such notices issued
* Seek support from supervisor and assist with client negotiations/discussions, as and when required

*Performance indicators:* * Feedback from supervisor on client claims management
 |
| Supplier/sub-contractor management | *Tasks:* * Assist with creating procurement schedule based on project management programme and inputs from Construction and Planning departments; Seek approval from supervisor on the same
* Prepare sub-contract tender packages based on inputs from the Construction team; Seek approval from supervisor on the same
* Evaluate sub-contractors based on LA and project-specific guidelines; Prepare contract agreement and issue the same
* Monitor performance against sub-contract requirements and highlight any issues/concerns to the relevant project team(s) for corrective action
* Highlight deviations from sub-contract to supervisor; take corrective action as directed

*Performance indicators:* * Feedback from supervisor on supplier/sub-contractor management
 |
| Safety, Health & Environmental  | *Tasks:** All works are carried out in accordance with the defined safety procedures and guidelines

 *Performance indicators:* * Regular participation in site safety training
* Loss time due to injury/ accidents
 |

|  |
| --- |
| **Agreed By** (please signwhen agreeing on this job description)**:** |
|  | **Name** | **Signature** | **Date** |
| Employee: |  |  |  |
| Manager: |  |  |  |