

JOB DESCRIPTION

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| JOB TITLE: | Quantity Surveyor – Asset Management |
| LOCATION: | Newlon House, 4 Daneland Walk, London N17 9FE |
| SALARY: | £60,000 per annum plus eligibility for Performance Related Bonus |
| REPORTING TO: | Head of Service |

JOB OBJECTIVE

To assist the Head of Service in delivering of all Newlon's all responsive, planned and reactive work streams. The post-holder will be responsible for managing the financial costs of all responsive, reactive/capital planned and cyclical works programmes, with a focus on cost control and cost saving exercises.

As a Quantity Surveyor, you will be responsible for tracking costs across day-to-day repairs, empty home (void) works, and planned maintenance projects. You will validate contractor variations, conduct ad hoc validation surveys, and ensure financial accuracy in project delivery. A strong understanding of the National Federation Schedule of Rates (NHF SoR) and the ability to quantify and scope works effectively is essential.

SPECIFIC TASKS AND RESPONSIBILITIES

| Key Tasks and Responsibilities | | Performance Standards |
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| 1 | Financial Management & Cost Control | <ul style="list-style-type: none">• Track and manage costs across multiple workstreams, ensuring projects remain within budget.• Monitor project budgets and expenditures, ensuring adherence to financial constraints.• Validate contractor-issued variations and assess their accuracy against agreed rates and scope.• Monitor cash forecasts for planned works and report on financial trends.• Track material cost fluctuations in the UK and advise on potential impacts.• Identify cost-saving opportunities and efficiencies across all workstreams.• Validate payment applications with the Contract Manager.• Apply Liquidated and Ascertained Damages to delayed jobs.• Prepare accurate cost estimates for planned projects based on detailed analysis of project plans and specifications.• Monitor spending against budgets and provide reports on variances.• Assist in forecasting and financial planning for future works. |

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| 2 | Contractual Oversight Insurance / Disrepair / Planned / Cyclical/ Reactive works | <ul style="list-style-type: none"> • Use the National Federation Schedule of Rates (NHF SoR) to scope and quantify works. • Identify trends in code usage and escalate any inconsistencies or anomalies to Head of Service. • Work with building surveyors to review daily variation requests and enhance technical knowledge. • Adapt to contractual payment terms and track AOV costs for any potential transition to the AOV and PPV model. • Monitor contractor performance and ensure adherence to agreed rates and quality standards. |
| 3 | Stakeholder Engagement & Reporting | <ul style="list-style-type: none"> • Attend internal finance/contracts meetings to provide cost reports and financial insights. • Collaborate with internal teams, including repairs, voids, and planned works teams, to improve cost control measures. • Prepare and present reports on financial trends, risks, and opportunities for savings. • Work alongside our decants team and share cost expenditure to the wider team to share costs. • Pass on costs to data team to updated internal systems for future budgeting. • Liaise with finance teams, building surveyors, and asset managers to align financial and technical aspects of projects. • Provide advice to operational teams on cost implications of repairs and maintenance decisions. • Attend meetings with external contractors, suppliers, and consultants. • Carry out options appraisal for properties with high value repairs. |
| 4 | Liaise with the Contractor's, loss adjusters and supervisory personnel to ensure the works are delivered on time and to required quality. | <ul style="list-style-type: none"> • Attend and contribute to contract meetings. • Agree and implement cost control procedures. • Maintain a critical but constructive relationship with the contractors. • Record expenditure on insurance cases and issue loss adjusters with final cost expenditure. |

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| 5 | To provide financial and SOR support and advice to Customer Service Centre (CSC) and other sections within the Newlon Group. | <ul style="list-style-type: none"> • Provide support and advice to front line staff dealing with repair requests when raising WOs using sor codes. • Reduce the number of variations from day to day repairs by supporting Service Centre staff with SOR coding. |
| 6 | Risk Management & Compliance | <ul style="list-style-type: none"> • Identify financial risks associated with maintenance and refurbishment projects. • Ensure compliance with relevant regulations, industry standards, and internal financial policies. • Work closely with legal teams to manage contractual disputes and claims. |
| 7 | Reporting & Data Analysis | <ul style="list-style-type: none"> • Produce cost reports for senior management, highlighting trends and potential cost overruns. • Maintain accurate records of expenditures, variations, and savings. • Develop dashboards to track financial performance across different workstreams. |
| 8 | Value Engineering & Cost Efficiency | <ul style="list-style-type: none"> • Assess alternative materials or methods to achieve cost savings while maintaining quality. • Benchmark costs against industry standards to ensure competitiveness. • Recommend improvements in procurement and cost control processes. |
| 9 | To assist the Head of Service in ensuring agreed works programs and projects are completed on time, to budget and required quality. | <ul style="list-style-type: none"> • Clear and accurate financial reports presented on project performance against agreed performance indicators. • Assisting the Contracts Manager with information for valuation, RFI's and details of unforeseen works. |
| 10 | To be part of Newlon's Property team. | <ul style="list-style-type: none"> • Fully participate in property team meetings, • Preparing and contributing to plans and strategies, • Assist in setting budgets and making bids for funding, • Writing and contributing to reports, • Assisting in delivering corporate and Departmental objectives and the business plan are delivered. |
| No job description can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time which are broadly consistent with those in this document. | | |