

Job Title	Quantity Surveyor	Location	Birch House
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The Company
Topek Southern Limited

Job purpose
<p>The Quantity Surveyor will play a proactive role in influencing project decisions to deliver cost-effective, high-quality construction solutions. This role is central to minimising financial risk, maximising value for money, and ensuring that legal standards and project quality are consistently upheld. Unlike traditional roles focused solely on reporting outcomes, this position provides strategic commercial input throughout the project lifecycle.</p> <p>Prepare forecasts, estimates and costs of the work when the project is in progress, manage controlled changes on the contract that may affect costs/time and create reports to show profitability.</p> <p>Manage every stage of the project from pre-construction to final account from a commercial aspect.</p> <p>Manage regular client engagement, both written and face to face during project meetings, and produce and agree valuations and cash flows when required. Working with the client QS, identify and agree price variations and agree.</p> <p>Responsible for procuring sub-contractors, negotiating price, produce orders, management of sub-contractors from first contact to final account including payments and variations, production and agreement of final account.</p>

Reporting and Management Structure						
<table> <tr><td>MD</td></tr> <tr><td>OPERATIONS DIRECTOR</td></tr> <tr><td>COMMERCIAL DIRECTOR...</td></tr> <tr><td>HEAD OF DEPARTMENT...</td></tr> <tr><td>COMMERCIAL MANAGER</td></tr> <tr><td>QS</td></tr> </table>	MD	OPERATIONS DIRECTOR	COMMERCIAL DIRECTOR...	HEAD OF DEPARTMENT...	COMMERCIAL MANAGER	QS
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QS						

Key Responsibilities

- Prepare detailed cost & sale forecasts, creation of estimates and budgets during the development and delivery phases of the project.
- Identify, cost, and manage variations to the contract that may affect cost and programme.
- Risk identification and management
- Monitor and report on project profitability, cost control, and cash flow.
- Lead commercial activities from pre-construction through to final account.
- Liaise with clients, attending regular project and commercial meetings, and manage the valuation and agreement of works.
- Produce and manage project cash flow forecasts and agree valuations with clients and stakeholders.
- Identify and assess price variations through a robust change control process (both upstream and downstream).
- Procure subcontractor packages, negotiate pricing, and prepare and issue subcontract orders.
- Manage subcontractor relationships from initial engagement through to final account, including administration of payments and commercial performance.
- Prepare, submit, and agree final accounts with clients and subcontractors.
- Ensure accurate and timely monthly reporting and forecasting.
- Build and maintain effective working relationships with clients, subcontractors, and internal teams to support successful project delivery and business objectives.
- Review of basic legal agreements, working with the wider Commercial team for sign off.

Internal / External Relationships

- Working closely with project team.
- Working with commercial team in office.
- Develop relationship with client and client representative.
- Develop relationships with subcontractors.

Key Performance Indicators

- CVR performance – Profitability
- Forecasting accuracy
- Change control identification & agreement
- Sub-Contractor procurement proficiency
- Time management
- Team collaboration and stakeholder relationships

Key Knowledge & Skills

- Strong understanding of construction methods, materials, and regulatory requirements, particularly in relation to commercial and façade works.
- Proficient in cost planning, budgeting, and financial forecasting.
- Excellent knowledge of contracts, procurement strategies, and relevant standard forms (e.g. JCT, NEC).
- Skilled in identifying, valuing, and negotiating variations and claims.
- Ability to interpret technical drawings, specifications, and scopes of work.
- Strong commercial awareness and ability to drive project profitability.
- Competent in the use of quantity surveying and project management software (e.g. Excel, CATO, CostX, or equivalent).
- Familiarity with change control processes and their impact on programme and cost.
- Effective negotiation and communication skills, both written and verbal.
- Strong attention to detail and a methodical approach to work.
- Ability to manage multiple projects and deadlines concurrently.
- Capable of building and maintaining strong relationships with clients, consultants, and subcontractors.
- A collaborative mindset with the ability to work effectively as part of a wider project team.

Education / Experience

Ideally, a post graduate qualification in a surveying related subject.

A minimum of three years of experience in a similar role with Façade & Roofing experience.

The above outlines the principal functions of the role and is not an exhaustive list. The role holder may be asked to perform other tasks and duties commensurate with their skills and experience.

TSL BEHAVIOUR COMPETENCY FRAMEWORK

TSL's Competency Framework provides clear guidance on the key behaviours that we, as a Company, expect all our employees to demonstrate in their roles, at every organisational level.

When it comes to assessing performance, the *Behaviour Competency Framework* will be referred to, to identify the standard of performance being demonstrated. To us, it's not just about **what** you do in your role but also **how** you do it that, when done effectively in both areas, creates a high-performing employee and delivers the best work.

Taking Ownership / Accountability

Positive Attitudes

Working as One Company

Managing Changes and Innovation

Listening and Role-Modelling

Effective Line Management