

Job Description

TITLE:	CONSULTANT – QUANTUM / COMMERCIAL
REPORTS TO:	PROJECT LEAD / DISCIPLINE LEAD
COMPETENCY LEVEL:	PRACTITIONER LEVEL 4 – DOING AND ADVISING AND MANAGING (see Job Description Guidance Note 1 & 2)

JOB PURPOSE:

Working as a Consultant in a Quantum / Commercial role providing services across a range of sectors for a variety of clients.

The role includes managing all project related cost and value reporting from initial budget estimates to the final figures across the full project lifecycle, including:

- Feasibility Studies
- Contract Administration
- Control, manage and report contractual obligations from procurement to final account
- Determine schedules, monitor programmes and understand risks
- Accurate assessments of progress
- Forensic analysis in alternative dispute resolution (ADR)
- Clear and impartial evidence for tribunals (ADR)

As a Consultant the role also includes:

- Management of internal and external project teams
- Training, development and performance management of Decipher employees, as applicable
- Acting as a role model and mentor to other Decipher employees
- Providing support to Senior Management Team
- Promoting oneself with professional institutions
- Being involved with developing the construction professionals of tomorrow

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

General

1. Communicate effectively with clients and colleagues in relation to the agreed scope of works. Ensure understanding and deliver clear communication ensuring expectations are managed. Communicate face to face, through meetings, telephone, email and by the production of high-quality reports.
2. Manage information in a variety of formats in a disciplined and accurate manner. Comply with the company's Quality Management System (under development) and deadline requirements.
3. Maintain Decipher timesheet (updated daily).

4. Uphold the Decipher Way and company Core Values in dealings with clients, colleagues and external stakeholders.
5. Network externally and identify business development opportunities.

Health & Safety

6. Comply with company and client health and safety policies and procedures.
7. Comply with site PPE requirements.
8. Ensure project budgets allow adequate costs for health and safety management of programme activities.

Functional

Measurement

9. Excellent knowledge of various measurement rules; quantify and describe elements and produce a full Bill of Quantities or a Schedule of Builders Quantities.
10. Competently perform measurement functions from drawings or site measurements.

Cost Planning

11. Competently produce a Level 1, 2 and 3 Cost Plan.
12. Excellent knowledge of construction methods and materials.

Cost Reporting

13. Lead the tender process including formal tender enquiry documents, analyse tender returns and report on same.
14. Produce detailed and coherent documents and reports, prepare and issue technical reports, evaluate information produced by others and critique and report on same.

Contract Administration

15. Competently price variations with and without contract rates and prepare final accounts.
16. Competently prepare and issue payment notification; valuations, applications, payment and pay less notices.
17. Competently prepare cost/value reports (CVR) and cash flow projections.
18. Appreciate costs throughout the life cycle of a project. Responsible for estimating and cost planning to include producing and presenting the final cost plan.
19. Competently check costs, conduct valuations, analyse final account figures.
20. Excellent understanding of the building process, cost implications of design decisions and specifications.
21. Excellent knowledge of contract terms. Be able to appraise terms and conditions and draft and amend contract documents.
22. Excellent knowledge of different types of contract and contract administration.
23. Excellent knowledge of different forms of contract including NEC and JCT and be able to provide advice to others.

24. Provide advice to clients to allow them to make reasoned decisions.
25. Responsible for commercial management of varying sizes of projects.

ADR

26. Excellent understanding of delay analysis techniques.
27. Excellent knowledge of the impact of change, delay and disruption upon a project cost.
28. Excellent knowledge of construction law; produce narratives, analyse quantum and produce expert reports. Provide information to clients with regards to matters in dispute.
29. Ability to produce high quality quantum reports and claims for issue externally.

Internal Decipher

30. Maintain control of Decipher project costs and work with Discipline Lead / Project Lead on the budgeting of commissions.
31. Provide commercial and contractual information to the Project Lead.
32. Ensure knowledge and skills are passed on to other colleagues by way of formal best practice sharing and developing mentoring programmes.
33. Work with Senior Consultant – Quantum / Commercial to assist with the implementation of training and development as identified on colleagues Personal Development Plans.
34. Work with, and provide support to, the Administration team (including HR and Finance) to ensure required documentation and information is provided.
35. Provide sound, professional advice to clients and colleagues across the full extent of your ability and knowledge, to enable them to make considered decisions.
36. Be an expert in your technical area of expertise to both clients and colleagues.
37. Develop and maintain client relationships to ensure project work is successfully won by the company and leads to repeat work.

Authority

38. Directly responsible to a client for projects of varying sizes, including large scale.
39. Lead client facing team and provide support and direction to Graduate Consultant, Consultants, Senior Consultants and Associate Consultants, and elsewhere as required.
40. Report to Senior Consultants as directed.
41. Act as a role model and mentor to other Decipher employees and external professionals, taking active steps to promote professional standards.

Self-Development

42. Maintain and develop computer literacy skills; including specialist software and Microsoft Office.
43. Increase knowledge in technical area of expertise.
44. Keep up to date with developments in quantity surveying practice and techniques.

45. Keep up to date on dispute resolution, adjudication, arbitration and litigation (including case law).
46. Have achieved a degree in Quantity Surveying (or other relevant qualification).
47. Be a Chartered Member of RICS and maintain Chartership.

Typical Career Progression

Senior Consultant – Quantum / Commercial

Example Requirements

- Proven record of taking responsibility and the lead on a project on a continuing basis
- Lead negotiations successfully on a continuing basis
- Develop strong working relationships with clients resulting in repeat business on a continuing basis
- Able to confidently network externally and identify and develop business development opportunities
- Confidently provide reasoned advice
- Continue to build expertise
- Excellent communication skills including report writing
- Effectively delegate and provide support to Senior Management team
- Carry out mentoring, training and development with colleagues around your areas of expertise
- Have detailed understanding of the workings of the business (operational, functional and strategic)
- Plan, develop and implement strategy, timescales and budgets
- Monitor, measure and report on operational issues and opportunities