

# **Senior Cost Manager**

## **Chelmsford**

**Starting salary £44,000 - £55,000 depending on experience**

**Plus car allowance, non-contributory pension and generous benefits package**



### **About Oxbury**

Oxbury is a professional private practice of Chartered Quantity Surveyors and Project Managers with a pedigree in the delivery of residential and mixed-use projects throughout the East and South East, East Midlands and Greater London. We provide Cost Management, Employer's Agent and Project Management services for a full spectrum of clients including Housing Associations, Local Authorities, County Councils and Private Developer and Commercial clients. We operate from our offices in Norwich, Chelmsford and London.

Our large client base sees us involved with a wide variety of projects in multiple sectors, including one-off residential dwellings through to complete estate regeneration schemes; master plans; commercial offices; industrial; infrastructure; education and leisure. Commissions often commence at scheme inception and cover a range of functions including viability studies, options appraisals, land acquisitions, planning, detailed design, procurement and construction. New-build and refurbishment contracts range in size from £50,000 to over £100m in value and often form a part of larger projects or phased developments.

You can find out more about the Company at [www.oxbury.co.uk](http://www.oxbury.co.uk)

### **About the job**

Continued growth within our Chelmsford office has created an opportunity for an experienced Chartered Surveyor, with a strong Quantity Surveying background across a range of sectors, to deliver professional Cost Management and Quantity Surveying Services to a wide range of private and public-sector clients, based at our Chelmsford office.

You will work as part of a team with appropriate administrative support. Reporting to an Associate Director you will also have technical and specialist support when required.

### **Hierarchy**

The post holder will be responsible to an Associate Director, who will provide support in the carrying out of their duties.

The post holder will be required to work closely with Directors, Managers and other Senior Project Surveyors throughout the Company and to manage Project Surveyors at all levels.

### **Other Key Relationships**

The post holder will need to work closely with Directors, Managers and technical specialists from client organisations, contractors, and other professional organisations. The post holder will also be required to develop new relationships with new organisations, through business development.

### **Scope**

The post holder will be responsible for the day-to-day management of a number of schemes from inception to completion in order to achieve a successful outcome for the project, as well as pre-

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set milestones and related fee invoicing levels (including for large, complex or unusual schemes). This will include responsibility for scheme delivery; achieving targets / KPIs; liaison with clients and invoicing.

The role includes raising the profile of the Company within Chelmsford and throughout Essex (and beyond) in a range of sectors and to secure new commissions. This will include being responsible for maintaining sector specific and master CV's and the production of Project Profiles.

### **Main Tasks and Responsibilities**

#### *Managerial*

- 1 Representing the Company to new and existing clients.
- 2 Receiving briefing of potential schemes from clients or colleagues.
- 3 Provision of technical advice and support to other members of the team.
- 4 Providing in-house mentoring to trainee/graduate surveyors to assist in their development and ultimately completion of their APC.

#### *Cost Management*

- 5 Providing informal and early advice on the financial and general viability of potential schemes.
- 6 Preparing Cost estimates and Cost plans, with the relevant executive summary and commentary. Complying with the New Rules of Measurement 1 and our in-house measurement and estimating software CostX.
- 7 Providing Contract/Procurement advice and administration, advising clients on the various forms of procurement and contract available, discussing the pros and cons of each and help the client to choose the best route for their project.
- 8 Drafting Employer's Requirements/Tender Documents – Including PQQ's and shortlisting contractors (including interviews).
- 9 The preparation of tender enquiry documentation and contract documentation of all types, including the negotiation of tenders and contract terms, as and when appropriate. Analysing tenders and preparing Tender reports for Clients.
- 10 Advising and identifying value engineering opportunities both pre and post tender, to ensure the client obtains best value in their contract sum. This extends to identifying opportunities post-contract.

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- 11 Valuations – Carrying out on site valuations with the main contractor and issuing recommendation for payment to Contract Administrator/Employers Agent.
- 12 Agreeing costs for variations with the main contractor, for the purposes of final account agreement and cost reporting. Keep the client up to date on any cost risks identified.
- 13 Monthly cost reporting, using standard Oxbury templates, issued on a monthly basis to the client. Incorporating instructed and anticipated changes and commentary of risks and cashflow.
- 14 Agree final account with main contractor in timely manner, keep client informed of progress and likely outcome. Issue final account statement for signature by all parties.

#### *Contract Administration/Employer's Agent – In addition to the Cost Management responsibilities above*

On occasion it will be necessary for cost management services to be extended to fulfil the Contract Administrator/Employer's Agent duties, as required by the client. In which event the following duties will be required.

- 15 Instructing Architects, Solicitors and other consultants.
- 16 Arranging for site surveys, ground investigations and utilities enquiries to be undertaken – Where acting in the role of Employers Agent.
- 17 Managing the seeking of planning permission and the acquisition of sites.
- 18 The co-ordination of projects pre-contract, including attending/chairing and minuting project meetings and preparing and updating development programmes.
- 19 Occasional specification writing/scheduling works for Minor Works, or other forms of contracts.
- 20 The post-contract administration of Construction Contracts, as Contract Administrator/Employer's Agent, including the chairing of meetings, minute taking, preparing project reports and cost reports for the client. Administer the terms of the Construction Contract during the operations on site and on completion of the building works, including monitoring progress and construction, dealing with matters arising under the Contract and issuing appropriate instructions/notices, and ensuring that documentation to be issued by the Contractor is received.

#### *Business Development*

- 21 Formulating, maintaining and updating a personal Business Development Plan, feeding into the wider plan for the Office and Company as a whole.

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- 22 Developing relationships with new and existing clients to encourage new leads and opportunities.
- 23 Developing relationships with new and existing consultant contacts to encourage new leads and opportunities.
- 24 Attending local networking events and acting as an ambassador for the business.
- 25 Assisting the Directors in preparing bid submissions, writing project profiles, updating personal sector specific CV's and generally assisting where required.
- 26 If required, attending client interviews on behalf of the firm.

### Other

- 27 Other general duties as may reasonably be expected from a Senior Cost Manager, including preparing papers for Board discussion and/or participating in such discussions on particular topics if required to do so.

### **About You**

For your application to be successful you must be able to meet all the essential requirements listed below. The strongest applications will also be able to show that they meet some of the desirable requirements for the role.

<b>Criteria</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
Qualifications	MRICS qualified (or equivalent level of experience) or nearing conclusion of APC process	Member of the Association of Project Safety  Current CSCS card holder.
Experience / Knowledge	Experience of cost management and reporting.  Experience of using "CostX" or similar software.  Experience of traditional contracts (with and without quantities)  Experience of Design and Build procurement and contract administration, in the role of Employer's Agent.	Experience of line managing / mentoring staff.

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	<p>Experience of providing early advice and liaison with clients.</p> <p>Experience across a broad range of sectors.</p>	
Skills and aptitudes	<p>Capable of working autonomously and managing own time in order to meet deadlines and targets.</p> <p>Client focused.</p> <p>Professional demeanor.</p> <p>Confident verbal communication and diplomacy in a variety of situations.</p> <p>Able to quickly build new business relationships and develop potential opportunities.</p> <p>Computer literate.</p>	Actively involved in local property related events and continuous professional development.
Other Requirements	<p>Capable of moving around a construction site (eg rough / muddy ground, climbing ladders, stepping over low walls etc)</p> <p>Valid UK driving licence (many projects are rural and not accessible by public transport)</p> <p>Committed to ongoing professional training and development.</p>	

### **Main terms and conditions of employment**

#### **Working hours:**

The role is full-time, working 37.5 hours per week; or part time with a minimum of 30 hours per week. Standard office hours are 9am – 5.30pm but we are open to discuss alternative and flexible working patterns.

#### **Salary:**

Starting salary will be in the region of £44,000 - £55,000 pa depending on relevant work experience.

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#### **Company car allowance:**

You will be entitled to a car allowance.

#### **Training and Professional Memberships:**

The Company will support you to maintain the appropriate levels of Continuing Professional Development required by the RICS (or other equivalent professional body) and will pay membership fees for one relevant professional organisation.

#### **Pension:**

The Company operates a non-contributory pension scheme for which you will be eligible. Under the current scheme the Company will contribute 9% of basic salary. You may make additional individual contributions (including via salary sacrifice) at your discretion.

#### **Holidays:**

English Bank Holidays plus 25 working days per year. After 5 years completed service with the Company you will accrue an additional 2 days holiday per annum.

#### **Sick Pay:**

Statutory sick pay will be 'topped-up' to full salary for a period of 13 weeks in total in any period of 52 consecutive weeks.

#### **Diversity, Equality and Inclusion:**

The Firm has a clear Diversity, Equality and Inclusion policy and opposes all forms of unlawful and unfair discrimination. We hold the RICS Inclusive Employer Charter Mark.