

## **Schedule 1 to Statement of Employment Particulars**

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### **KENSA CONTRACTING LIMITED - JOB DESCRIPTION**

**Job Title:** Quantity Surveyor

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**Place of Work:** Mount Wellington Mine, Fernsplatt, Chacewater, Truro, TR4 8RJ / Bishops Court Gardens, Bishop Court Lane, Clyst St Mary Exeter EX5 1DH / Working from Home

**Responsible to:** Operations Director

**Responsible for:** Contract Administrator

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**In line with our rapid yet sustainable growth, Kensa Contracting – the dynamic contracting arm of the Kensa Group – is now inviting applications for a Quantity Surveyor.**

#### **Main Purpose of Job:**

The main purpose of this position is to take responsibility for the successful management and control of all aspects of the commercial / financial and contractual elements of designated projects. The Quantity Surveyor will form part of the project team and work closely with the Sales, Design, Planning, and Delivery teams as necessary.

#### **Environment:**

Established in 1999 Kensa is the specialist supplier and manufacturer of ground source heat pumps systems. Kensa supplies its products and services to a wide range of customers including self-builders, installers, house builders, social landlords and other commercial clients.

Kensa also advise many Government Departments and leading companies on the use and suitability of heat pumps in different applications and have become well known within the market for their honest and straightforward advice.

Kensa Contracting Limited, part of the Kensa Group was established in 2012. The company does largescale Ground Source Heat Pump installations in commercial and residential buildings.

The Kensa Group operates over two main sites one in Cornwall and one in Exeter. There are also a number of employees working more remotely across the United Kingdom. In your role you may be required to work across all Kensa work sites in line with the scope of your role.

**Functional links with:**

Suppliers, colleagues, end-users, customers, distributors, business contacts, and installers, contractors.

**Duties and Responsibilities:**

1. To assist with establishing client requirements and undertake required and requested project information
2. To aid in the selection of new suppliers and maintain the KCL sub contractor database, ensuring all sub-contractors and suppliers are up to date and approved
3. To understand and factor in all statutory obligations are met, including Health & Safety.
4. To be responsible for quantifying, budgeting and managing projects from outset to completion.
5. To analyse project progress and produce detailed reports using in-house software.
6. To aid project managers in selecting subcontractors and agree the scope of service and allocate work.
7. To monitor and control costs throughout the project.
8. To identify any risks surrounding the project and the likelihood of cost variation.
9. To prepare valuations and final accounts.
10. To liaise effectively between site managers, project managers, contracts managers and the client.
11. To work cooperatively and provide support as required for all companies in the Kensa Group.
12. To undertake training and assist in training other member of staff as required.
13. To be a positive ambassador of Kensa at all times.
14. To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this. Whilst working at external sites comply with all on site health and safety procedures and guidelines applicable to that site.
15. To work at all times in accordance with the company's Dignity & Diversity Policy.
16. To undertake such other duties as may be required within the general scope of the job.
17. Assist the commercial and delivery department in ensuring all contractual requirements are fully understood and that each project is under contract prior to commencement.
18. Manage the contracts administrator in his duties of reviewing and collating contractual documents.

**Key Behaviours and Skills:**

1. Proven experience in role

2. Ability to manage a variety of projects from outset to completion
3. Strong numerical and financial management skills
4. Possess a creative and innovative approach to problem solving
5. Excellent multi-tasking skills - will be managing more than 10 projects at a time
6. Exceptional relationship-building and interpersonal skills
7. Experience writing clear and precise project reports
8. Attention to detail and methodical approach to all projects
9. Excellent analytical skills
10. Ability to manage financial budgets throughout projects
11. Strong negotiation and team work skills
12. Detailed knowledge of past and current building and construction technology, processes and materials

**Remuneration:**

Annual salary of £35,000 – £45,000 depending on qualifications and experience. You will also partake in the company performance related pay plan.

**Other:**

This job description may be subject to change, in consultation with the postholder, in response to new circumstances.