



**Quantity Surveyor
Works Delivery**
Position Description



Alpine House
24 Elginshire Street,
Washdyke, 7910

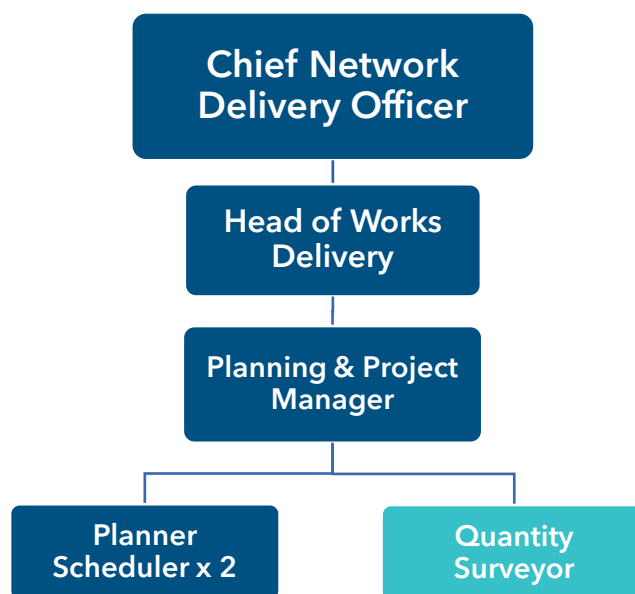
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Quantity Surveyor

Position Descriptions are intended to describe the main functions and responsibilities required of the role. Position Descriptions are not to be construed as an exhaustive list of all responsibilities or duties that may reasonably be required of the incumbent in this role. Employees will be expected to perform any duties reasonably requested by the employer. Position Descriptions are subject to review to reflect changing circumstances and may be amended from time to time to take account of the role requirements that evolve over time.

Reporting to:	Planning & Project Manager
Responsible for:	No direct reports
Position purpose:	<ul style="list-style-type: none">• To undertake all costing of works by Alpine, including development and maintenance of rate cards, preparation of costs, quantities and timelines for all Capex and Opex work• To prepare quotations to 3rd parties• To undertake analysis of job cost performance
Last review date:	11 September 2024

Where you will fit



Financial Responsibilities

Authorities may change to align with organisation changes to delegations of authority.

- Controls a budget: N
- Maximum that may be spent without reference to manager: NA
- Jobholder can spend unbudgeted capital: N
- Jobholder is responsible for committing the organisation to long-term contracts: N
- Jobholder signs correspondence for Company: N

Key Relationships

It is a key responsibility that relationships must be built and maintained in such a way as to bring about positive and respectful interactions

External

- Sub-contractors
- Suppliers

Internal

- Future Networks team
- Engineering team
- Network Operations team
- Work Delivery team
- Asset Lifecycle team
- Field Services
- Finance team
- Safety team

Financial Responsibilities

You are responsible for

- Assisting project managers by producing accurate and appropriate cost estimates.
- Providing ongoing cost monitoring and forecasting for various projects.
- Offering input into project designs by advising on cost estimates.
- Assisting with cost review and cost forecasting for both current and future projects.
- Developing and maintaining rate cards, ensuring all labour, materials, and plant costs are accurately captured.
- Preparing quotations for external third-party work.
- Supporting the business in preparing budgets for asset management plans, fleet plans, and other company project options.
- Applying a commercial lens across all works delivery, including tracking costs and resources to ensure value is optimised.
- Providing commercial oversight across the delivery of services, including providing commercial support to Project Managers in the effective delivery of the works/contract.
- Identifying opportunities for cost reduction, and value creation through strategic analysis and recording of commercial lessons learnt.

You are successful when

- All costs, including variations, are accurately identified and incorporated into the target cost for the works.
- Rate cards accurately reflect all labour, materials, and plant requirements needed for specific tasks.
- Work undertaken for third parties meets the target margins.
- Information is delivered accurately and within agreed-upon timeframes.

Cost Estimation and Control

You are responsible for

- Conducting feasibility studies to estimate the materials, time, and labour costs involved in a project.
- Preparing, negotiating, and analysing costs for tenders and contracts.
- Coordinating work efforts across project teams and stakeholders.

- Providing advice on a range of legal and contractual issues.
- Valuing completed work and ensuring that payments are arranged accordingly.
- Preparing contract documents, including bills of quantities, in collaboration with designers, project managers and clients.
- Undertaking cost analysis and tracking changes to the design and/or construction work, and adjusting budget projections accordingly.

You are successful when

- Accurate and timely cost estimates are provided, supporting sound decision-making for projects.
- Tender submissions are competitive, thorough, and compliant with industry standards.
- Payments are made in line with contract agreements, and disputes over payments are minimised.
- Coordination of work efforts leads to smooth project execution, avoiding delays and inefficiencies.

Risk Management and Compliance

You are responsible for

- Assisting in establishing client requirements through feasibility studies and risk assessments.
- Managing risk, value management, and cost control during the construction phase of projects.
- Providing advice on and managing contractual claims and disputes.
- Tracking changes to design or construction work, adjusting budget projections as necessary.
- Ensuring all projects comply with health and safety regulations

You are successful when

- Risk management and value engineering practices ensure optimal cost control throughout the project lifecycle.
- Disputes and claims are handled efficiently and resolved in a timely manner.
- Design changes are tracked and reflected in updated budgets, minimising financial surprises.
- All project work complies with health and safety regulations, avoiding any compliance issues.

Project Support and Continuous Improvement

You are responsible for

- Supporting the continuous improvement of project processes through lessons learned and post-project analysis.
- Collaborating with other teams to identify areas where cost efficiencies can be achieved.
- Assisting in the development of standardised processes for cost estimation, forecasting, and reporting.

You are successful when

- Continuous improvements are implemented in future projects, based on lessons learned from previous ones.
- Collaboration leads to improved efficiency and reduced project costs.
- Standardised processes are well-documented, allowing for consistent, repeatable project outcomes.

(Occasionally you may be required to work outside of your usual work hours for events, however, you will be compensated accordingly).

What You Will Bring:

Education & Qualifications	Essential	Desirable
<ul style="list-style-type: none"> NCEA level 3 or equivalent Current Driver Licence Tertiary qualification in finance, quantity surveying or other related discipline, or equivalent relevant experience 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	
Knowledge, Skills & Experience	Essential	Desirable
<ul style="list-style-type: none"> Minimum 10yrs experience in pricing and estimation Sound business acumen Project Management experience Previous experience working in an electrical distribution company Exceptional written and verbal communication skills, including confidence to speak out Experience working with diverse range of stakeholders Excellent planning and organising skills 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓

What We Expect

Health & Safety

- Actively participating in health and safety (H&S) responsibilities outlined in Alpine's H&S Management Programme
- Following all established work procedures with regard to the requirements for H&S, including the use of PPE
- Identifying and reporting hazards
- Adhering to all H&S practices and rules
- Actively promoting and supporting health and safety, and wellbeing initiatives

Continuous Improvement

- Taking the initiative to improve work practices and to get the best possible outcome
- Looking for opportunities to improve systems, processes and work practices - both within your own position and our company as a whole
- Participate in MBUs, both within in your own team and across AEL

Customer Excellence

- Acting as an ambassador for AEL, going above and beyond to always provide both internal and external customers with exceptional service - approachable, interested and friendly
- Treating everyone with respect - taking time to listen, learn and understand. Problems and complaints are acknowledged, solutions identified and promptly acted upon
- Taking responsibility for the achievement of the organisational levels of service, measures, and targets as they relate to the role

Teamwork

- Working together as one team
- Willingly sharing your knowledge and experience
- Open, honest, considerate, and respectful communication

- Demonstrate positivity and respect and support and care for your colleagues.
- Demonstrate initiative and commitment to team objectives
- Actively participating in group activities
- Being open and receptive to change
- Positive response to requests for assistance from within your own team and other teams; demonstrating adaptability and willingness

Performance & Development

- Taking a full and active role in Performance Development Plan discussions with your manager (prepares, participates, follows through). Identifying and following through on opportunities for personal and professional development
- Demonstrating commitment to up-skilling and further developing specialist knowledge and best practice initiatives
- Participating in training opportunities with an open mind

Civil Defence Emergency Management

- Assisting AEL in preparing for and responding to an emergency
- After establishing the safety of members of your household, you may be assigned duties to assist AEL in an emergency

Personal Accountability

Being a positive role model and promoting AEL favourably.

- Be approachable, personable, willing, and consistent
- Contribute proactively through empowering our communities
- Work within and contribute to all AEL policies and standards

Other Duties

Occasionally you may be required to undertake duties in addition to those outlined, but of which fall within your capabilities and experience.

Employees are expected to carry out such other duties and responsibilities as may be requested from time to time by their supervisor or manager which are generally consistent with the objectives of the position.



Our Vision

Empowering our Community



Our Purpose

We deliver secure and reliable energy while innovating for our future

Our Values



Safety

We value health & safety always



Integrity

We are honest and sincere; we mean what we say and say what we mean



Accountability

We accept responsibility

All built on a foundation of RESPECT

Manager

Date

Position Holder

Date