

POSITION DESCRIPTION – ASSOCIATE QUANTITY SURVEYOR (EXPAT)

About Us

Established in 1966, Donald Cant Watts Corke (DCWC) has evolved from a modest consultancy in Melbourne into one of the nation's largest privately owned Quantity Surveying and Project Management firms. With over 160 dedicated staff members across Australia and in Fiji, we pride ourselves on our commitment to excellence. Now, we're excited to invite experienced Associate Quantity Surveyors to join our growing team in Perth.

Why DCWC?

At DCWC, we've earned our reputation for excellence through a wide range of public and private projects spanning diverse sectors. As our Perth portfolio expands, we're seeking adept Associate Quantity Surveyors to contribute to our continued growth. Learn more here.

About The Role

We specialise in major complex projects that require a combination of autonomy and teamwork. Our projects are career defining that provide accelerated professional development and challenging experiences on an ongoing basis.

Your role as an Associate Quantity Surveyor with us will be dynamic, diverse and demanding. Balancing autonomy with teamwork, you'll collaborate closely with a team that's driving forward our varied pipeline of projects. The ideal candidate will have practical experience across many aspects of Quantity Surveying, as well as demonstrated experience in the following areas:

Key Responsibilities/Accountabilities

We are looking for experienced Associate Quantity Surveyors with solid experience in cost planning, and pre/post contract activities, to work on projects across all sectors of the built environment industry.

- Ideally retain a membership with RICS
- Relevant undergraduate degree in Quantity Surveying and/or Construction Management
- Actively demonstrate behaviours consistent with DCWC's values at all times
- Providing professional quantity surveying services generally including, but not limited to:
 - Preparation of feasibility studies
 - Cost Planning through master planning phase to completion of documentation phase including providing specific cost advice for various elements of the project
 - Participate and prepare estimates of cost for value management workshops
 - Financial Management through all phases of the project procurement process including preparation of detailed financial reports
 - Tender analysis and recommendation
 - Asset Management and life cycle costing
 - Independent Certification, Financial Certification and Independent Reviewer services
 - Critical evaluation and feedback on Design Consultants' documentation
- Attend weekly resource management meetings to agree resource requirements and allocations necessary to meet your project program requirements

- Undertake Business Development activities both independently and in conjunction with the broader Quantity Surveying team, including:
 - the development of existing clients and the identification of new clients; and
 - in identifying and developing new markets
- Work closely with other Directors and teams nationally, to ensure collaboration in seeking new opportunities and develop and strengthen existing relationships
- Liaise directly with designated clients and build strong client relationships so that you become independent in undertaking their projects and are able to obtain expanded business opportunities and/or new commissions with the client
- Pursue opportunities which are available due to relationships you have fostered or particular professional expertise you have developed
- Manage the team of Quantity Surveyors involved in projects you have responsibility for and to ensure their work is delivered in an accurate and timely manner.
- As a key member of the Management team, you would be directly responsible for:
 - Overseeing a number of Quantity Surveyors of varying levels of experience
 - Mentor individuals, deal with their specific issues and be part of a regular review process for each individual
- Provision of assistance to Quantity Surveyors and Project Managers, where necessary nationally, both in Victoria where our head office is located, and other states
- Assist in Quality Assurance requirements including documentation and internal audit requirements
- Experience with CostX (preferred)
- Experience with a CRM system (preferred)
- Excellent time management skills with a proven ability to thrive under pressure and meet multiple, conflicting deadlines in a calm professional manner
- Strong analytical skills and proactive problem solver with the ability to work both autonomously and part of a team
- Excellent written and verbal communication skills with internal and external engagement
- Strong interpersonal skills for internal and external stakeholder engagement
- Willingness to perform other duties including administrative tasks within the office
- Perform other duties as reasonably expected in the role of an Associate Quantity Surveyor

Statutory Requirements - WH&S, QA & Group Standards

Maintain the quality of work by complying with:

- Employee Handbook
- The Code of Conduct
- Work Health and Safety Policy
- IT Policy
- Quality Assurance procedures

Resource Management

- Adhere as directed to the current business plan and workload requirements

Teamwork

- Assist in maintaining team cohesiveness and resolving any conflicts within the team
- Give regular and reliable feedback to team and management
- Reward and praise good teamwork
- Promote a healthy climate of communication including information sharing
- Find opportunities to cooperate with members of other groups

Professional Development

- Maintain an up-to-date knowledge of the technical aspects of your role and have the ability to share and distribute this knowledge with other team members.
- Commit to continual professional development and learning on relevant technological, business and human relationship matters.

Other

- All business development and client contact work is required to be recorded in DCWC's Client Relationship Management (CRM) system (SugarCRM).
- Any other duties DCWC may reasonably require you to perform.

What We Offer

We are passionate about expanding the horizons of our team and are committed to continuous improvement. Learn and maintain up-to-date knowledge of the technical aspects of your role, the industry and more.

- Diverse project experience
- We understand that life sometimes gets in the way, our flexible work arrangement policy allows our team to maintain a healthy work-life balance
- Strong emphasis on office and team culture
- Tailored professional development/training and commitment to career progression including mentoring by industry experts
- Performance related incentives
- Attractive remuneration package
- Central Perth CBD office location

Employee Health and Wellbeing Programs

We work with a range of third-party providers to support our team undergoing work and personal difficulties. Including our Employee Assistance Program, and team bonding, social and wellbeing events throughout the year.

Industry and Membership Associations

DCWC partners with a range of industry associations catered to professional career growth such as the [Australian Institute of Quantity Surveyors \(AQIS\)](#), [Property Council of Australia](#), [National Association of Women in Construction \(NAWIC\)](#), [Roads Australia](#), and the [Australian Airport Association](#). We are also proud members of [Supply Nation](#) which demonstrates our commitment to Aboriginal and Torres Strait Islanders procurement practices.

We support a range of educational, medical research and low socioeconomic programs, through donations, scholarships and volunteering.

Application Details

This is an exciting opportunity to join a dynamic team and use your expertise to deliver real results. As we expand our national business, we would be delighted to consider your interest in joining our team. This role is a permanent, salaried appointment based in Perth.

For queries related to the roles, please email Tamara Jenson at dcwc.wa@dcwc.com.au.

All inquiries will be treated confidentially. Applications close **Tuesday 30 April 2024** and only shortlisted candidates will be contacted. Shortlisted applicants will be contacted to arrange a meeting via video conference (Teams/Zoom) throughout May.

To apply, please email your CV and cover letter addressed to Neil Dickson, Executive Director WA and NT to dcwc.wa@dcwc.com.au.