

POSITION DESCRIPTION – QUANTITY SURVEYOR (VIC)

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 150 dedicated staff members across Australia and in Fiji, we pride ourselves on our commitment to excellence. Now, we're excited to invite experienced Quantity Surveyors to join our growing team in Melbourne.

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 Melbourne portfolio expands, we're seeking adept Quantity Surveyors to contribute to our continued growth.

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 a 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 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.

- At least 3 years post-qualification experience
- Relevant undergraduate degree in Quantity Surveying and/or Construction Management
- Ability to provide assistance to the Quantity Surveying team for Pre-Contract works including:
 - Measurement of quantities
 - Preparation of cost plans and estimates cost plans through the life cycle of the project
 - Value Management
 - Cashflow preparation
 - Bills of Quantities
- Ability to provide assistance to the Quantity Surveying team for Post Contract / Contract Administration works including:
 - Measurement and assessment of variations
 - Preparation of progress claims
 - Preparation of post contract certificates including variation resolution
 - Cashflow management
 - Bank reports
 - Preparation of tax depreciation schedules
 - Project cost analysis and input into preparation of cost data bases
 - Quality Assurance requirements including documentation and assistance with internal audit requirements

- Experience with CostX (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
- Actively demonstrate behaviours consistent with DCWC's values at all times
- Willingness to perform other duties including administrative tasks within the office
- Perform other duties as reasonably expected in the role of 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 particular 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

- 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 Melbourne 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 Melbourne.

For queries related to the roles, please email recruitment@dcwc.com.au with the subject line: **Vic Quantity Surveyor role**.

All inquiries will be treated confidentially. Applications close **Tuesday 30 April 2024** and only shortlisted candidates will be contacted. Do not delay in applying as shortlisted candidates will be contacted as applications are received.

To apply, please email your CV and cover letter addressed to Steve Johnson, Executive Director VIC QS recruitment@dcwc.com.au.