**Robert Foster**

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***My profile:***

* Ambitious senior quantity surveyor/project manager.
* I enjoy learning new things, keeping fit, and have a keen interest in Formula 1.
* I am friendly, confident and enjoy meeting new people.
* I would be particularly interested in a role where, as well as commercially, I can be more involved in the project and use my technical and management skills as well.

***Key achievements and qualifications:***

* 9+ Years experience as a quantity surveyor/project manager in design and build projects.
* RICS accredited BSc (Honours) degree in Building Surveying (Sheffield Hallam University, UK).
* BTEC National Diploma in Construction (Barnsley College, UK).
* Current SMSTS (Site Management Safety Training Scheme, UK) qualification.
* Experience managing a broad range of projects including high-rise apartments, hotels, universities, mixed use, basements/retention systems, extracare developments and residential/social housing.
* Experience working with various different construction methods including concrete structures (PT/precast/trad), lightweight steel structures, traditional build and timber frame.
* Comfortable reviewing dwgs and coordinating design information between team throughout project including architects, structural and civil engineers, building control/warranty surveyors, sub-contractors, utility providers, client, employer’s agent, CoW and solicitors. This includes organising regular design meetings and managing construction programmes of work, as well as organising consultant fee proposals and agreements.
* Experience using various cost ledger and management software including COINS, Oracle, CIS, Xero, Cheops and Databuild. Also competent processing deductions/VAT returns direct to HMRC.
* Extensive knowledge and experience producing monthly project financial reports/CVR/CTC reports, typically including project committed costs, accruals, forecast final costs, cost movements, margin reporting, opportunity/risk adjustments, cashflow projections and cost coding.
* Good understanding and application of JCT Design and Build contracts of work, including submitting interim valuations, extension of time claims, notice of delay, variation orders, collateral warranties and reviewing tender information. Have experience with alternate bespoke short form agreements.
* Experience producing and reviewing residential cost plans and land apprasials, including prelims forecasting, estimating, forecasting GDV and producing cashflows. Comfortable managing the development finance drawdown process direct with investors/funds providers/monitoring surveyors.
* Confident organising and managing sub-contract packages of work, including preparing tender documentation, writing scope of works, analysing/reviewing sub-contractor bids and compliances, presenting sub-contractor comparisons, completing prestart meetings, preparing sub-contract agreements, assessing progress claims/applications for payment, managing variations, and negotiating/managing final accounts.
* Ability to measure and estimate/take off construction material qtys for a wide variety of works, including groundworks/R&S, structures (concrete/reo/formwork/masonry/timber), specialist joinery and carpentry, access control systems and ironmongery/door hardware, as well as others.
* Experience in site set up and construction management plans, CPP’s, TMP’s, organising permits/licences, discharging planning conditions, submitting info to LA, and managing/organising section agreements for roads and sewers (S38, S278, S50, S104).
* Large amount of on-site experience, including some site management.
* Clean driving license.
* Sound knowledge of Microsoft software, in particular Microsoft Excel.
* My previous employers will confirm that I have great communication skills, am self-motivated, reliable and take pride in all my work.

***Experience:***

**Erris Homes (Main Contractor) – Senior Quantity Surveyor (Dec 18 to Dec 19)**

LOCATION: Leeds, Sheffield, Huddersfield, UK

PROJECTS: A mix of small to medium size new-build residential sites throughout Yorkshire. Sites typically range from 14 nr. units to 39 nr. units, of which some have a split level/retaining design. In addition to these, I have also managed and completed a new-build apartment scheme (affordable) for Leeds City Council (D&B short form).

DUTIES: Reporting to the Director, my role has been the commercial management of all projects, including the management of an AQS and trainee QS, to which I would distribute the workload accordingly. As well as typical commercial duties, I have also been responsible for the management of cashflow within the business and coordinating monthly drawdown of funds with external investors/banks/monitoring surveyors etc.

Due to the nature of the company and my previous experience, my role has extended into a project management role, which has included managing design info, consultants, building control/warranty, client meetings and programmes of work with site team.

My role at Erris Homes has been on a fixed term freelance basis, and is due to finish in the coming weeks.

**Linden Homes (Galliford Try) (Main Contractor) – Quantity Surveyor (Apr 18 to Dec 18)**

LOCATION: Leeds, York, UK

PROJECTS: I returned to the UK and started work with Linden Homes. I was responsible for the commercial management of two new-build housing developments and supporting infrastructure (R&S highways, substation, S104 pump station etc.) in North Yorkshire. Both sites had a combined total value of £27m.

DUTIES: My day to day responsibilities included preparing sub-contract tender packages of work, producing tender comparisons, completing prestart meetings, producing sub-contract agreements, raising purchase orders, managing variation accounts, assessing sub-contractor applications for payment, processing sub-contractor payments and completing monthly CVR reporting. I was also involved in preparing and reviewing estimating budgets when required.

**CRC Group (Main Contractor) – Quantity Surveyor/Project Manager (early 2017 to March 2018)**

LOCATION: Melbourne, Australia

PROJECTS: $26m high-rise development in Melbourne city. The project was a fifteen-storey building comprising of 90 nr. high specification apartments, a three-storey basement, two retail tenancies and substation. The project was a concrete structure made up of a bored pier retention system, post-tension slabs and precast panels and columns. The contract was an Australian Standard Design and Construct AS4902-2000 (similar to UK JCT Design and Build).

DUTIES: As well as contractually and financially managing the project, I was also responsible for coordinating the project design and managing consultants including architects, civil/structural engineers and surveyors.

Duties included preparing sub-contract tender packages of work, reviewing tender bids, completing prestart meetings, producing sub-contract agreements, managing sub-contractor payments and completing monthly reporting. Other duties included submission of head contract progress claims, managing client/sub-contract variations as well as issuing notice of delay and extension of time claims. It was also my responsibility to manage the project design, which included dwg review/co-ordinating/issue, organising staged building control approvals, permits/section agreements, target programmes of work and managing client, consultant, and site meetings.

**Watersun Construction (Main Contractor) – Quantity Surveyor (mid 2016 to early 2017)**

LOCATION: Melbourne, Australia

PROJECTS: $24m development, made up of 121 nr. Apartments including substation. The contract was an Australian Standard Design and Construct AS4902-2000. The project was a concrete structure (mix of PT and precast), which was six storeys tall including one basement level car park.

DUTIES: Typical QS duties but extended to some site management as well. This included co-ordinating and managing on-site works including sub-contractors, building control/engineer inspections, concrete pumps, mobile cranes, and deliveries of materials including precast panels and concrete.

**Lovell Partnerships (Morgan Sindall) (Main Contractor) – Quantity Surveyor (mid 2015 to mid 2016)**

LOCATION: Leeds and Hull, UK

PROJECTS: £7.5m housing development in Hull, comprising of 65 nr. new build houses and supporting infrastructure. Mix of both affordable and open market properties. The project was administered under JCT DB 2011.

DUTIES: Commercial management of the project. Typical QS duties including submission of progress claims, analysing sub-contractor tenders and compliances, organising and managing sub-contract packages of work, internal and external valuations, CVR reporting etc.

**Keepmoat Regeneration (Main Contractor) – Materials Controller (mid 2013 to mid 2015)**

LOCATION: Sheffield, Nottingham, Leeds, Northampton, UK

PROJECTS: Various JCT design and build projects throughout the UK. The contract value of work I was responsible for at my busiest time was around £28m, which was made up of multiple extracare schemes. Projects would typically range between 50 to 100 nr. apartments each using various construction methods.

DUTIES: Working alongside the design team, surveyors and site management team to measure, procure and manage materials throughout the duration of the regions projects. My duties were to review/comment on preliminary dwgs before they were issued for construction and propose value engineering options. Following this I would take off/schedule full project materials, including sending enquiries to suppliers, ordering materials, and co-ordinating delivery schedules.

**Redwall Developments (Main Contractor) – Quantity Surveyor (mid 2011 to mid 2013)**

LOCATION: Sheffield, UK

PROJECTS: Various extracare developments throughout Sheffield. Projects typically had around 60 bedrooms with communal living and dining areas. The average value of a Redwall care development was around £4m, and reporting to the Director, I managed multiple sites at the same time.

DUTIES: Typical QS/commercial duties, as well as some site management when staff were away from work. Because the company was an SME my role at Redwall became very diverse. Once complete, developments were operated and maintained in-house, and so I would also complete condition and dilapidation surveys of existing properties.

**Horbury Building Systems (Dry Lining Sub-Contractor) – Assistant Quantity Surveyor (Prev 2011)**

LOCATION: Liverpool, Keighley, Newcastle, UK

PROJECTS: New build dry lining sub-contract works on large commercial developments including Hilton Hotel (Liverpool), John Moores University (Liverpool), Keighley College (Keighley) and various fire stations throughout Newcastle. Works typically included external façade framing, internal partitions and suspended ceilings.

DUTIES: I started my career as an assistant QS with Horbury. I worked 4 days a week and went to Sheffield Hallam University 1 day a week to study my degree. I would shadow the senior QS and learn the principles of construction commercial management. A lot of my time was spent doing take offs for materials, assessing/processing invoices and visiting site to measure works completed by sub-contract labour.

References can be arranged.