

**APPLICATION FOR CORPORATE MEMBERSHIP
TO THE
INSTITUTION OF CIVIL ENGINEERING SURVEYORS**

SAMPLE

DETAILED CURRICULUM VITAE (CV)

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TO THE
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- **Commercial Manager – no KJR produced to date**
- **Managing Surveyor**
- **Area Quantity Surveyor**
- **Senior Quantity Surveyor**
- **Quantity Surveyor**

1.0

Personal Details, Education and Qualifications

Personal Details:

Full Name:

Home Address:

Home Telephone Number:
Office Telephone Number:
Mobile Telephone Number:
Email Address:

Date of Birth:

Education and Qualifications

Schools/Colleges/Institutes	From/To	Qualifications
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2.0

BRIEF CAREER HISTORY

Tilbury Douglas Ltd Infrastructure Division

April 2000 – Present	Commercial Manager (South and West Region)
May 1997 – April 2000	Managing Surveyor (South and West Region)
July 1995 – May 1997	Area QS (South and West Region)
December 1989 – July 1995	Senior QS (South and West Region)
December 1986 – Dec 1989	Quantity Surveyor (South and West Region)

George Wimpey International (Civil Engineering)

Oct 1984 – Oct 1986	Project QS (United Arab Emirates)
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P. Trant Civil Engineering

April 1983 – October 1984	Project QS
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FJC Lilley Construction (Civil Engineering)

March 1982 – April 1983	Project QS
March 1981 – August 1981	Assistant QS (degree experience)
March 1980 – August 1980	Assistant QS (degree experience)

Robert McIntosh and Partners

March 1979 – August 1979	Student (QS) (degree experience)
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3.0

Detailed Curriculum Vitae/Experience Report

1978-1983 College and Work Experience

My career in Quantity Surveying began when I was accepted on to a BSc Degree course at the Glasgow College of Building and Printing in 1978. This was a four-year sandwich course. Whilst undertaking the course I gained professional work experience with both Robert McIntosh and Partners, a PQS firm based in Hamilton, and FJC Lilley Construction, a Civil Engineering company based in Glasgow.

During my 6 months experience with Robert McIntosh and Partners I was employed as a Student QSI working under the guidance of a Senior QS at the practice. Duties undertaken included:

- Preparation of Bills of Quantities – new house build, house extensions, landscaping etc
- Assisting in preparation of preambles and specifications
- Analysis of tenders submitted
- Preparing contract documentation
- Agreement of measured quantities with Contractor's QS's
- Checking and approval of interim and final accounts submitted by Contractors
- Preparation of certificates

Further practical work experience was gained during a total of 2 years employment with FJC Lilley Construction Ltd, based upon the Fife Ethylene Project at Mossmorran in Fife. This was a £14 million civil engineering project, where I was initially employed as an Assistant QS. I was later promoted to junior Project QS. This was my first real taste of construction, working 60 hours plus a week in a harsh site environment. As one of a small team of site based QS's my main duties included:

- Measurement of the works and agreement with both the client and sub-contractors – mainly earthworks, drainage and FRC works
- Preparation of Bill sections for inclusion in interim and final accounts
- Identification of additional works, extras and claims
- Pricing and agreement of star rates and dayworks
- Management of sub-contract accounts
- Cost/value analyses of selected elements of the works
- Management and cross referencing of instruction, variation, and site record files

April 1983 – October 1984

P. Trant Civil Engineering Project QS

In April 1983 I secured a position as Project QS with P. Trant Civil Engineering who are based at Hythe, near Southampton. During my time with them I worked as sole Project QS on a variety of schemes ranging in value from £100k - £750k. reporting to the Regional Managing Surveyor. Typical schemes included drainage, pumping stations, and general infrastructure works around the South and South West of England. Typically my duties involved:

- Measurement of the works – normally using CESMM
- Preparation of interim applications and final accounts and agreement with the clients representative
- Internal valuations for CVR purposes
- Weekly and monthly cost and value reconciliation's
- Analysis of tender budget information
- Cost and value forecasts to complete
- Identification and preparation of extras and claims
- Analysis and preparation of extension of time submissions
- Pricing and agreement of dayworks and star rates
- Setting and agreeing production targets and bonus payments for direct labour in consultation with site management
- Subcontract procurement and management of sub-contract accounts

During this period of my career my knowledge of the industry grew. I gained a sound understanding of drawings, specifications, Conditions of Contract and the CESMM Method of Measurement. I learned to interpret technical reports and ground information, which regularly played a significant role in Clause 12 claims. I also became aware of the critical role the QS played with respect to overall commercial management and reporting.

I increased my knowledge of civil engineering plant, equipment and materials, and became familiar with various construction techniques, particularly in relation to drainage, FRC and deep excavation works.

As a great deal of my time was spent liaising directly with the client's representatives I gained confidence in this area. I also began to realise the value of maintaining good lines of communication and cordial relationships with the client and his representatives.

October 1984 – October 1986

George Wimpey International

Project QS

In October 1984 I joined George Wimpey International. I was employed as sole Project QS on the Umm Al Quwain Clinker Grinding Plant in the United Arab Emirates, reporting directly to the Project Manager and the Regional Managing Surveyor. Umm Al Quwain was a £7 million Civils and building project involving slipformed and post tensioned RC clinker silos, various RC structures, buildings, general infrastructure works and a port facility requiring dredging of the harbour.

The Consulting Engineer with commercial responsibilities for the scheme was the Japanese firm Hitachi Zosen.

My main responsibilities included:

- Analysis of tender budget information
- Sub-contract procurement and management of sub-contract accounts
- Measurement of the works and agreement with Hitachi Zosen
- Preparation and agreement of interim applications and the Final Account
- Monthly and quarterly cost and value reconciliation's including collation of all necessary information
- Regular Cost and Value forecasts to complete
- Preparation of management reports
- Identification, negotiation and settlement of variations and extras
- Pricing and agreement of star rates
- Identification, preparation and negotiated settlement of claims
- Advising management on contractual matters and correspondence
- Analysis of planned and "as constructed" programmes for EOT claims etc
- Production of resource and output analyses fed back to H.O. estimators
- Management of one Assistant QS

I found my experience in the Middle East particularly rewarding. My knowledge and understanding of the QS role increased enormously. When I arrived in the UAE the project had already commenced, the previous QS having left the project at short notice. There was no handover period between the previous QS and myself and the project was being reported as running at a loss. It was a classic example of being thrown in at the deep end where I could either sink or swim. Thankfully I managed to swim, and the project was completed successfully at a satisfactory level of profit.

December 1986 – the present

Tilbury Douglas Construction Ltd

On returning from the Middle East I rejected an offer from George Wimpey to work from their Hammersmith offices, and instead joined Tilbury Douglas Construction Ltd as a Quantity Surveyor, operating out of their Twyford offices. Joining Tilbury Douglas was a pivotal moment in my professional career. As can be seen by referring to Section 2.0 “Brief Career History” I have been fortunate enough to achieve a steady progression through the organisation, from Quantity Surveyor, Senior QS, Area QS, Managing QS and recently to Commercial Manager.

Throughout this period of my career I have gained experience in all of the core elements stipulated by the Institution of Civil Engineering Surveyors as essential skills and described in the publication Guidelines and minimum standards required for the attainment of Corporate Membership.

From when I joined the company in 1986 until I was promoted to Area QS in 1995 my roles and responsibilities were essentially similar to that undertaken whilst working for George Wimpey International i.e. Project QS, reporting directly to the Regional Managing Surveyor. The main difference was that I was now responsible for several projects at any one time. Typically, I would be responsible for the full commercial activities of between 3 and 4 concurrent projects, with a total annual value of £2 –3 million. The largest single project I was involved in during this period was a £5 million RC scheme for the MOD carried out under the GC/Works/1 Conditions of Contract.

From 1986 until 1995 I gained further experience and a better working knowledge of various Forms of Contract, Method of Measurement and Standard Specifications. Types of construction encountered included Sewage Treatment Works, Road and Bridge Works, Mechanical and Electrical installations; railway related works and general infrastructure work.

I was promoted from Quantity Surveyor to Senior Quantity Surveyor in December 1989.

July 1995 – May 1997

Area QS

I was promoted to Area QS in July 1995. This new position increased my roles and responsibilities to include:

- Assisting the Managing QS in the compilation of the Regions Annual Budget
- Approving all draft subcontracts produced within the Region
- Managing all claims within the Region to a satisfactory conclusion
- Giving contractual advice on tender documentation
- Management of the Cost Office/Accounts dept
- Responsibility for ensuring that all commercial activities within the Region were undertaken to the high standards required

Thames Water/Tilbury Douglas EQUIP Agreement

In April 1996 Tilbury Douglas entered into a Partnership Agreement with Thames Water Utilities to carry out a package of works to improve the quality of effluent being discharged from their provincial sewage treatment works. Since the partnership came into being over 80 works have been improved at a cost of some £65 million. The partnership is known as EQUIP (East) and is a movement for Innovation Demonstration Project (Project No 37).

As Area QS I became involved in EQUIP from the beginning and managed all commercial matters for the first 2 years. At its peak in 1997 we had a team of 10 QS's. The challenge was massive from day one. Strategic Partnering was a relatively new concept to Thames Water and entirely new to Tilbury Douglas. Terms of engagement had to be established, systems and processes put in place and a great deal of fast track work had to be undertaken. Within 6 months of EQUIP commencing we had devised methods of procurement that were acceptable to all parties. We had also established a means of producing up to 40 individual monthly valuations that required less than 7 man-days to produce. We had agreed methods of updating cost forecasts to complete on every contract every month, and I had put in place a QS structure capable of keeping the commercial juggernaut on track.

EQUIP was a tremendous challenge to everyone involved. It has also proved to be highly successful and I take a great deal of personal pride from the part I played in its success. The main areas where I gained additional experience were:

- Direct management of a team of 10 QS's
- Increased management liaison
- Devising bespoke systems for producing multi-valuations and costs to complete
- Producing bespoke management accounts and reports
- Managing the estimating service that we provided for the production and agreement of Target Costs (average: one £800k Target Cost agreed every 12 working days for four years)
- The culture, mechanisms and benefits of formal Partnering
- Co-ordination of commercial, estimating, procurement, accounts and construction departments
- The ability to use relevant computer systems

EQUIP was set up as a stand alone business unit within the region and was effectively operated as a business within a business. This gave me a great deal of autonomy and experience in managing budgets, cashflow, overheads and forecasts, as well as resource.

May 1997 – April 2000 Managing Surveyor

In May 1997 I was promoted to the position of Managing Surveyor for the South and West region. For 12 months I carried out this role in parallel to my responsibilities on the EQUIP Agreement. In May 1998 I decided that it would be beneficial to delegate my day to day responsibilities on EQUIP to an Area QS so that I could fully devote my efforts to the wider demands of the regional business.

The role of Managing Surveyor brought with it new challenges. I was now responsible for, and involved in:

- Developing and managing the Regions annual budgets
- Monitoring, analysing and reporting the Regional Accounts on a monthly basis
- Co-ordination of monthly CVR's and Cost/Value Forecasts
- Giving direction on commercial matters including claims and maximising commercial opportunities
- Providing contractual advise to others
- Giving commercial guidance and support to project team
- Ensuring that all contractual notices were issued as required
- Ensuring that all subcontracts were adequately drafted
- Business development inc. giving presentations to potential clients
- Formulating future business strategies
- Personal training and development of all subordinates
- Annual Performance Assessments and annual salary reviews
- Management and effective deployment of QS resource throughout the Region
- Recruitment of commercial staff
- Managing to a conclusion any summons, court action or arbitration/adjudication notices received
- Disputes resolution
- Setting a professional and exacting standard for all subordinate staff

April 2000 – Present

Commercial Manager

In April 2000 I successfully completed my studies in the PostGraduate Diploma in Strategic Management.

In the same month I was promoted to the position of Commercial Manager, being one of two Commercial Managers within the Infrastructure Division. The Division operates on a regional basis throughout England and Wales with an annual sales turnover of approx. £80m - £90m. My role is to manage the commercial and other selected activities of the South and West Region, which had a sales turnover of £35m in 1999.

Section 5.0 gives details of the organisation's structure, and particularly that of the Commercial Dept. I currently have two Area QS's, one Contracts Admin. Staff member and three Cost Offices staff reporting to me. I am now also responsible for the Buying Dept. (one Senior Buyer).

The Commercial Manager's role is broadly similar to that of Managing Surveyor. I have however taken on some additional responsibilities as follows:

- Furthering Supply Chain Management (SCM) initiatives (regional SCM "Champion")
- Introduction of Regional KPI's and co-ordination of data capture for Divisional KPI's
- Management of the material buying function

I have been elected as a company "Champion" of SCM and am responsible for ensuring its successful implementation on a selected regional "Demonstration Project" at Riverside STW.

Since undertaking, and successfully achieving a Post Graduate Diploma in Strategic Management I consider that I am now able to make a greater and far more effective contribution to many areas of the business. I perceive myself as a thinker and planner, someone who enjoys the strategic element of management. Thankfully my current position gives me the opportunity to involve myself in such matters.

4.0

Training Details

2000/2002

Post Graduate Diploma in Strategic Management.
Approved Programme of Study @: Warwickshire College,
Royal Leamington Spa & Moreton Morrell
Diploma awarded 10 April 2002.

Modules Studied:

- The Environment and the Business
- Organisation Structure and Design
- Managing Strategic Change
- Marketing and Business Strategy
- Managing Operations
- Quality Management in the Organisation
- Effective People Management
- Understanding Business Finance
- Managing Information and Communication Systems

Other Internal/External Courses Attended

- 25/26.9.02** NEC/ECC Conditions of Contract – presented by Dr J C Broome
- 5.7.02** Legal Seminar: Practical Steps & Drafting Tips in Adjudication.
An external seminar presented by Wragge & Co (Solicitors)
- 8.6.02** Adjudication: Practical Problems and Resolutions.
An external seminar presented by Mouchel & Safety Update (1 day course)
- 28.1.99** E.Mail (½ day course)
- 1998** Windows 95 (½ day course)
- 15.5.98** Time Management (½ day course)
- 22.1.98** ICE Conditions of Contract 5th and 6th Edition (2 day course)
- 23.9.97** Dispute Resolution, Claims Presentation, Defence and Resolution.
A one-day external course presented by Stapletons.
- 10.6.97** Safety Update (½ day course)
- 24.4.97** Negotiating Skills for Senior Managers (2 day course)
- 1.7.96** Construction Claims (1 day seminar presented by James R Knowles)

1996 I.Chem. E. Red Book Conditions of Contract (Masons seminar)

1996 Basic Computing 10 week evening course (Farnborough College of Technology)

28.3.96 I. Chem. E. Conditions of Contract (2 day course)

19.9.95 Staff Assessment Workshop (½ day course)

22.6.95 New Engineering Contract (1 day course)

28.3.95 Safety Update Series 3 (1 day course)

18/8/92 Quality Assurance (½ day course)

