

Clare Hedingham BSc (Hons) MRICS PGCE

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A resourceful and results driven Senior Quantity Surveyor with residential housing experience on 8 to 500 unit developments. A highly skilled cost manager and procurement professional with leadership responsibility for internal staff, external contractors and associate consultants. Looking for an ambitious and dynamic employer in the North West of England who will provide opportunities to achieve outstanding success and career development.

Professional Profile

- Highly experienced and skilled Senior Project QS / Commercial Manager.
- Ambitious, self-motivated and capable of delivering the highest standard in all aspects.
- Exceptional verbal and written communicator who leads by example and is able to positively influence others.
- Forward thinking, resourceful and capable of providing highly effective solutions to complex problems.
- A successful and progressive career profile in both the private and public sector.

Professional Qualifications

- MRICS Quantity Surveying
- BSc (Hons) Quantity Surveying
- NEC3 ECC Project Manager Accreditation
- ILM Level 5 Award in Leadership and Management
- CSCS Card Professionally Qualified Person
- MS Project Foundation
- PGCE Award

Key Skills

- Wealth of experience in residential housing, estate infrastructure, leisure facilities and education.
- Management and reporting against complex budgets.
- Simultaneous management and delivery of multiple projects in challenging and time critical circumstances.
- Development, standardisation and continuous improvement of policies and procedures.
- Strong understanding of policy compliance, procedures, regulation and contract administration.
- Pre and post contract execution of duties within complex contracts.
- Comprehensive understanding of the NEC suite of Contracts.
- Co-ordination of project progression with internal technical teams and departments and external consultants.
- Highly effective in any multi-disciplined team environment.
- Experience in managing, leading and positively influencing colleagues and external agencies.
- Consistently able to meet challenging deadlines through exceptionally efficient working practices.
- Strong negotiation skills and the ability to achieve maximum value for money.

Current Employment

Senior Cost Manager | University of Lincoln | 2014 - to date

- Provision of Quantity Surveying service relating to funding bids, feasibility studies and project delivery.
- Responsible for all elements of capital projects financing including estimating, budget approval and management.
- Cashflow forecasting and project cost control of £100m budget over a 3 year period.
- Monthly reporting of project finances to Finance colleagues and Senior Leadership Team.
- Procurement, appointment and management of contractors, consultants and internal staff.
- Approval of contractor and consultant payments – ensuring timely payments in accordance with contracts.
- Ensuring compliance with financial policies, procedures and regulations across the Estates department.
- Developing standard documents to ensure consistency and accurate record keeping for auditable purposes.
- Co-ordination, cross referencing and drafting of yearly departmental expenditure budgets for approval.
- Member of the Estates Senior Leadership Team which establishes and implements strategic decisions.
- Stakeholder advisor to the Project Board developing and implementing a new finance system and protocols.
- Estates Project leader in the development of tender documentation for a new NEC4 Term Service Contract.
- Training and supervision of colleagues and subordinates in area of responsibility.
- Liaison with colleagues, internal and external, in a number of areas at a varied of level of responsibility.

Employment History

Career break | 2009 – 2014

- Completed a PGCE at Bishop Grosseteste University College, Lincoln.
- Raised a family.
- Returned to full time employment in 2014.

Project Quantity Surveyor | Thornton Firkin | 2007 – 2009

- Project QS for multiple concurrent projects including housing and primary school refurbishments.
- Lead Project QS for the redevelopment and expansion of an agricultural college estate and infrastructure.
- Reason for leaving – Change in circumstances.

Project Quantity Surveyor | Tulloch Construction | 2006 – 2007

- Project QS for multiple concurrent projects including housing, industrial, offices and PFI schools programme.
- Reason for leaving – Relocation.

Project Quantity Surveyor | KLM Partnership | 2003 - 2006

- Project QS for multiple concurrent projects, predominantly housing, ranging from 8 to 500 units per site.
- Reason for leaving – To gain contracting experience.

Project Quantity Surveyor | Davis Langdon & Everest | 2000 - 2003

- Achieved MRICS status within the minimum time of 2 years leading to promotion to Project QS.
- Project QS for multiple concurrent new build and refurbishment projects within the hotel and leisure team.
- Reason for leaving – Relocation.

References

- References are available on request from past and present employers.