



Tudor Rose Consultancy Limited Curriculum Vitae

Helen Caudrey

Dip Adj PGDip Surv BSc (Hons) FCI Arb MRICS
Senior Consultant

Profile

Helen has over 18 years of experience within the construction industry and has carried out the contract administration and project management functions on a diverse array of complex projects with values up to £100 million. She is a Chartered Building Surveyor, a Fellow of the Chartered Institute of Arbitrators and has successfully completed the RICS Diploma in Adjudication.

Helen has practical working knowledge of the various standard forms of contract and has gained extensive experience using and administering the JCT suite of contracts. Prior to specialising in the field of dispute resolution, Helen trained as a Building Surveyor and subsequently moved to project management, achieving specialist expertise in contract administration on behalf of developers on luxury hotel, residential, education, hospitality and mixed use developments.

Qualifications and Professional Membership

Dip Adj	Diploma in Adjudication (RICS / CI Arb, London)
PGDip Surv	Post Graduate Diploma in Surveying (College of Estate Management, Reading)
BSc (Hons)	Biological Sciences (University of Sheffield)
FCI Arb	Fellow member of the Chartered Institute of Arbitrators
MRICS	Member of the Royal Institution of Chartered Surveyors

Career History

2020 to date	Senior Consultant at Tudor Rose Consultancy Limited
2014 – 2020	Contract Consultant at a specialist project management and cost consultancy
2006 – 2014	Managing Building Surveyor at a leading project and programme management consultancy
2004 – 2006	Surveying Assistant at a major loss adjustor
2002 – 2004	Project Coordinator at a specialist IT company
1999 – 2002	Administrator at a major pensions company

Assignments and Achievements

Contract Administration

- Provided risk management advice and support to project managers regarding contractual compliance and auditing requirements on live projects.
- Acted as Contract Administrator on the conversion of a former council office block in Kings Cross to a luxury hotel development with a value in excess of £80 million (JCT Standard Building Contract).
- Acted as Project Manager and Contract Administrator of the refurbishment of a Grade II listed luxury hotel in Mayfair, which included a Michelin star restaurant (JCT Standard Building Contract, with a value in excess of £70 million).
- Undertook project management and contract administration functions on the refurbishment to of a large university library (NEC3 with a value in excess of £0.5 million).

Delay Analysis

- Helen has undertaken detailed analysis of sub-contractor claims on behalf of main contractors. This has required Helen to liaise with project teams to identify, investigate and present the issues identified in order to calculate entitlements to extensions of time.
- Preparing contractual awards and/or responses to contractor claims for time and money on behalf of Employers on a broad variety of live construction projects.

Project Management and Building Surveying

- Helen undertook roles as Project Manager and Employer's Agent of the refurbishment of a luxury hotel in south west London pursuant to a JCT Design and Build Contract. This was a complete refurbishment of the 75-room rear wing of the Grade II listed hotel whilst the main building remained operational.
- Undertaking the surveying of a variety of buildings affected by flooding and subsidence prior to acting as project manager for the necessary remedial works on behalf of an insurer.
- Acted as project manager during for the repair of retail and large office facilities for a national banking organisation.
- Helen was responsible for managing the surveying of a 170,000m² estate on behalf of a large University in order to compile a 5-year maintenance plan. This included training and coordinating the activities of a team of surveyors, quality checking reports and managing the commercial aspects of the project.

Training

- Prepared and delivered bespoke training to surveyors through the Royal Institution of Chartered Surveyors Matrics (younger members) and in-house training on topics including contract administration and building defects.
- Providing one to one coaching to colleagues enrolled on the RICS Assessment of Professional Competence including contract administration, loss and expense claims and the administration of payment notices.

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