

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT: Estates &amp; Property</b>	<b>SERVICE GROUP: Built Environment</b>
<b>POST TITLE: Senior Quantity Surveyor</b>	<b>REPORTS TO: Project Management &amp; CDM Manager</b>
<b>GRADE: PO4 / 5</b>	<b>SAP POSITION NUMBER: (to be confirmed)</b>

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

### **Key Purpose of Post:**

The Senior Quantity Surveyor is required to provide commercial support to project teams, maintaining commercial information and ensuring compliance with contractual requirements and ensure that scheme objectives are achieved. They will liaise with customer representatives and other third parties on commercial issues including agreement of variations, claims and any additional payments.

To act as the key, day to day client interface, ensuring that client objectives are met through the delivery of a value added cost management service.

Ensuring that Health & Safety issues are considered throughout the lifecycle of a construction project, from design and construction to maintenance and demolition.

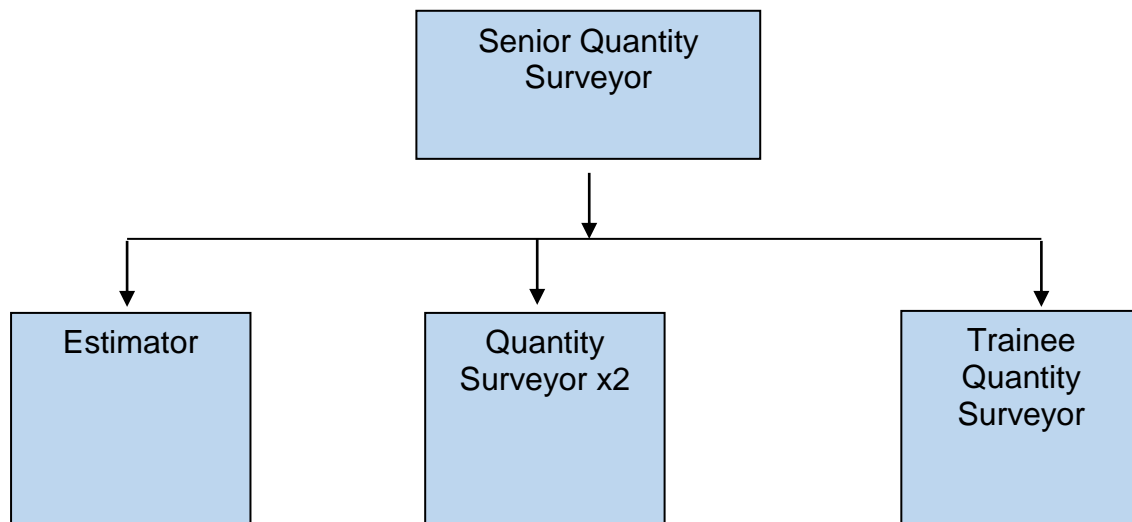
### **Main Responsibilities of Post:**

Lead the following:

- Liaise with customers and project managers
- Management of commercial and contractual aspects of relationships with customers consultants and subcontractors

- Conducting feasibility studies and writing procurement reports
- Applying Value Management techniques at the outset of a project where appropriate or applicable, and where necessary involving Senior Management
- Managing and taking ownership of the procurement process, ensuring that all stages including pre-qualification, enquiry, Bills of Quantities, analysis, selection and contract preparation are performed effectively
- Value engineering, risk management and life cycle costing where applicable
- Ensuring that final accounts are negotiated and agreed timeously
- Measure, price, negotiate and agree budgets and costs for variations to project scope
- Check project costs are correct and raise/resolve queries where necessary
- Attend pre-contract meetings, liaise with a wide range of construction professionals, ensure timely completion of agreed actions
- Produce and maintain up to date procurement schedules
- Compile and issue invitations to tender, analyse subcontractor quotations and make recommendations for placement of orders
- Compile subcontract orders for approval
- Visit site to measure and value works completed
- Assess subcontractor payment entitlement and process payments
- Carry out reconciliation of cost and value to date/forecast to keep the management team informed of project performance
- Ensuring that QA/QC procedures are adhered to at all times
- Work closely with contract and site management staff to support the smooth running of the office and the site, carrying out other duties as required
- Assist in the guidance and development of junior surveyors
- Other commercial matters as required

**Structure**



**Special Knowledge Requirement:**

**Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.**

	<b>Essential</b>
Due to the Government's Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the <u>Advanced threshold</u> level which will be applied where the postholder requires a greater level of sensitive interaction with the public.	
You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).	X
Carries out the working practices, procedures and basic operations across a specialist area or number of specialist areas.	X
Uses specialist knowledge of health, safety and environmental policies, procedures and regulations, including risk in own area and/or across other areas of work ( inc legislation)	X
Uses a range of specialist ICT systems across own work area and or across other areas of work.	
Oversees a budget, keeping costs within agreed levels for own department and contributes to Corporate savings.	X
Uses, interprets, analyses and communicates complex information from a variety of sources.	X
Is a strategic thinker, constantly striving to improve procedures and processes for maximum efficiency	X
Displays inspiring leadership qualities and an ability to manage a diverse range of staff, mostly in technical disciplines and skilled operatives	X
Has demonstrable evidence of experience in financial management and has business acumen	X
Has a wide range of experience covering the services provided by the Built Environment	X

<b>Relevant experience requirement: Will be used in shortlisting</b>
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold standard outlined under Special Knowledge above.
Experience of successfully managing projects and programmes in a construction and maintenance environment
Experience of managing a diverse range of teams and the ability to adapt and employ differering management styles to achieve the desired results with Team Managers.
Demonstrable post qualification experience within a professional consultant field which includes significant management experience including: <ol style="list-style-type: none"> <li>1. Significant experience of capital construction projects or programmes of work.</li> <li>2. Experience of Procurement, Project and Contract Management and ensuring standards and performance are met.</li> <li>3. Demonstrable experience in a line management role.</li> <li>4. Financial management of multi-million pound construction and property budgets.</li> <li>5. Significant experience of Estates related work including Health &amp; Safety</li> </ol>

6. Making managerial decisions in relation to business growth.
7. Collaborative leadership skills and the ability to deputise for the Project Management & CDM Manager
8. Creative and innovative thinker.
9. In-depth knowledge of Estates legislation, including statutory requirements regarding contract documentation
10. Be able to work well both in a team and individually;
11. Possess good communication skills;

**Relevant professional qualifications requirement: Will be used in shortlisting**

Hold a relevant degree (e.g. Quantity Surveying or Construction Management) and/or professional qualification or equivalent

Familiarity with JCT / ICE / NEC forms of contract and knowledge of current Construction Law

Evidence of continuing professional development

**Core Employee competencies at manager level to be used at the interview stage.**

**Carries Out Performance Management** – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.

**Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information, building relationships, providing advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.

**Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work.

**Undertakes Structured Problem Solving Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.

**Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

**Management Competencies: to be used at the interview stage.**

**Operates with Strategic Awareness** Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.

**Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.

**Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District's vision & work to achieve Council's values & agreed outcomes.

**Applying Project and Programme Management** Our manager's work to ensure that

outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.

**Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.

**Working Conditions:**

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

**Special Conditions:**

CRB/DBS check  
Occupational health check  
CSCS card - desirable  
Full driving licence and access to own vehicle and appropriately insured (e.g. Business Use)  
Must be able to work evenings, weekends and Bank Holidays as required by the needs of the service. Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.

<b>Compiled by:</b> <b>Date:</b>	<b>Grade Assessment</b> <b>Date:</b>	<b>Post Grade: SPC (to be confirmed)</b>
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