

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL
JOB PROFILE**

DEPARTMENT: Corporate Services	SERVICE GROUP: Built Environment
POST TITLE: Project Management & Quantity Surveying Manager	REPORTS TO: Professional Services Manager
GRADE: PO6	SAP POSITION NUMBER :

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.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

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.

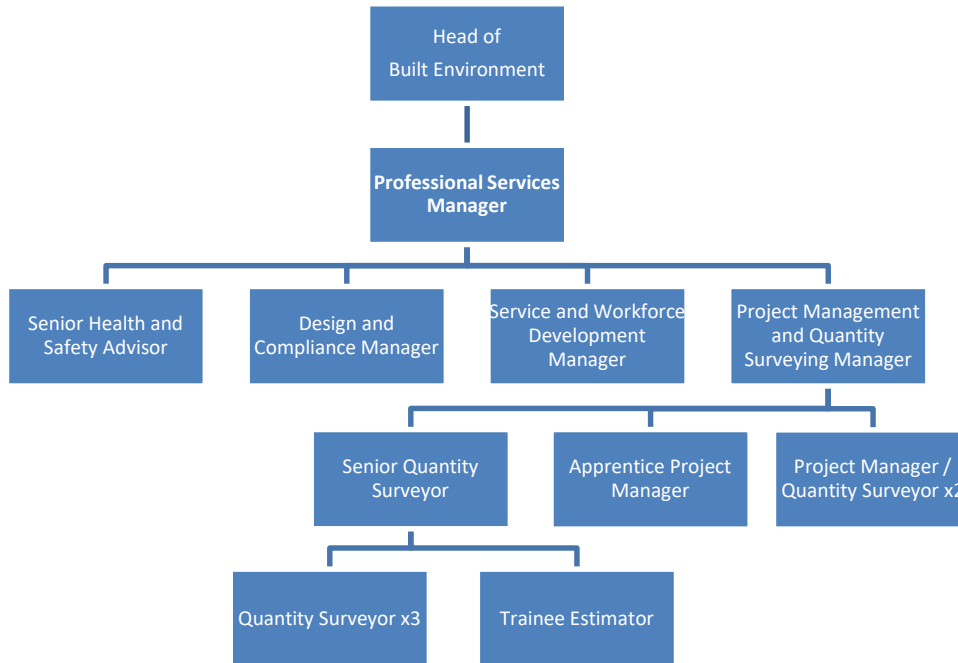
Key Purpose of Post:
<p>To lead and develop the Project Management and Quantity Surveying team providing services relating to construction contracts, expertise in procurement, contractual issues and project management.</p> <p>Ensuring that the service's and client's building projects are delivered to the highest standards within agreed budgets and timescales.</p> <p>Working closely with colleagues across Built Environment to deliver its service plan objectives though developing, embedding and supporting a consistent approach to project management.</p>
Main Responsibilities of Post:
<p>1- Undertake the project management or client representative role to assist clients in the establishment, interpretation and development of briefs ensure successful delivery of: Feasibility studies ensuring that all options are considered and risk</p>

analyses are carried out and that innovative and creative design solutions that are affordable within clients' budgets at outline, scheme design and detail design stages also advise clients in the selection of contractors in line with the standing orders.

- 2- Provision of full quantity surveying duties in connection with delivering building projects from inception to completion including production information, the tender review process and financial outputs within agreed limits. Valuation of the finished buildings and final payments on behalf of clients.
- 3- Act as expert witness at formal enquiries and giving professional advice as required
- 4- Check and evaluate contractors' proposals, contract documents and arrange for the evaluation of drawings against requirements plus the negotiation of design solutions, technical details and specifications with consultants using colleagues' input to ensure that optimum affordable standards are achieved
- 5- Effectively manage the resolution of contractual claims
- 6- Performance Manage and develop the Project Management and Quantity Surveying Team
- 7- Be aware and ensure that projects and managed to ensure appointments and obligations with regards to the Construction (Design and Management) Regulations 2015 and Building Safety Act 2022 / The Building Regulations etc. (Amendment) (England) Regulations 2023 through working closely with Built Environment's Health and Safety Team and the Corporate Team.
- 8- Effectively manage the appointment of external design consultants, surveyors and other construction professionals
- 9- Apply change control and risk management techniques to construction project delivery
- 10- Support and promote a safety first ethos in the design, delivery and maintenance of all construction and works projects across colleagues and external consultants and contractors.
- 11- Establish strong working relationships and ensure close collaboration between the project team and all relevant parties involved in the procurement and delivery process
- 12- Professionally represent the Service and Council at internal and external networking events, conferences and meetings as required
- 13- Manage the team budget in accordance with Service's scheme of delegations
- 14- Maintain and share knowledge in relation to the Council's procurement processes and Contracts Standing Orders for the procurement of works and consultancy services.

15-Provide a role of critical friend to support the delivery of corporate projects.

Structure:



Special Knowledge Requirement: Essential for shortlisting.

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

	Essential
Carries out the working practices, procedures and basic operations across a number of specialist areas	X
Uses knowledge, safety and environmental policies, procedures and regulations, including risk in own area and/or other areas of work.	X
Uses a range of specialist ICT systems across own work area	
Oversees or contributes to the management of a budget , keeping costs within agreed levels for own section	X
Uses, interprets, analyses, communicates complex numerical information.	X
Excellent working knowledge of construction contracts and their implementation	X
Continuously review the service delivery ensuring that modern construction technologies are adopted where appropriate	X
Excellent working knowledge of CDM regulations and the duties placed on individuals	X
Experienced Quantity Surveyor assisting in the delivering of major	X

projects on time to the right quality at a cost effective price	

Relevant experience requirement: Essential for shortlisting

Suitable post qualification experience within a Construction field, demonstrating:

1. The successful application of project management methodologies in construction projects, including larger more complex +£10m contracts
2. Working with clients and stakeholder, and members of the design team through the full scope of RIBA work stages (0 to 7)
3. The preparation of construction and consultant tender documents using both JCT and NEC4 contract templates across a range of procurement routes and pricing options
4. The management of construction and consultancy contracts, ideally with experience as a NEC Project Manager
5. Valuing construction work, agreeing variations and completing final accounts
6. Management of a team of construction professionals

Relevant professional qualifications requirement: Essential for shortlisting

Relevant Degree (eg BSc Building or Surveying) and/or professional qualification CIOB/RICS or equivalent

Project Management qualification - APM PMQ Certification, PRINCE2 Foundation, or similar

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 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, giving 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:		
Ideally must have a full driving licence and access to own vehicle		
Must be able to work evenings, weekends and bank holidays as occasionally required by the needs of the service.		
Special Conditions:		
Enhanced DBS check		
Compiled by: Professional Services Manager	Grade Assessment Date:	Post Grade: PO6
Date: November 2024		