CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Corporate Resources** | **SERVICE GROUP: Built Environment** | |
| **POST TITLE:**  **Quantity Surveyor** | **REPORTS TO: Senior Quantity Surveyor** | |
| **GRADE: P03 (SCP32 – 35)** | | **SAP POSITION NUMBER: TBC** |

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.

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.

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| **Key Purpose of Post:** | |
| * To be responsible for the financial management of Council construction projects throughout the feasibility, appraisal, design development, tender action, construction and post practical completion stages. This includes giving financial advice to both internal and external clients and internal high-level management within the authority. * To produce accurate and commercial tenders and estimates in accordance with tender documentation including Bills of Quantities, Specifications, drawings and Schedules of Work including appraising site-specific conditions. * Produce contract documentation for contractors, evaluate tender returns, prepare and agree Forms of Contract, value completed works and negotiate and agree final accounts. All using standard forms of contract published by the JCT or NEC or bespoke contracts for specific requirements. | |
| **Main Responsibilities of Post:** | |
| 1. To assist and support the Senior Quantity Surveyor in the effective management and development of the Quantity Surveying Service, ensuring compliance with Authority policies and procedures. 2. Be responsible for the preparation and submission of ‘All trades’ tenders, quotations, estimates etc. for projects with values of up to approx. £1m, on occasion £1 m plus. 3. Negotiation of individual trade contractor and supplier interim and final accounts to a value up to £500k following the Council’s Contract Standing Orders and spend control processes as necessary. 4. As a member of the commercial Team, you will be expected to participate and contribute to the development and review of policies andstrategies affecting the section including its scheme of delegation. 5. Work in conjunction with other construction professionals to ensure an effective Quantity Surveying and Estimating service. 6. To carry out regular reviews and reports on performance of construction contracts in accordance with all relevant documentation and financial constraints involving the Council’s direct labour or contractors. 7. To work in close partnership with Client’s Design Team and Operational Management to achieve high standards and financial requirements. 8. To represent the authority in negotiations with external clients or contractors, including their representatives or consultants. 9. To be able to interpret and produce Contractual Documentation to initiate preparation and submission of tenders. 10. To manage and prioritise own workload as required. 11. As required, provide the role of contract administrator for construction related contracts, documentation, orders and accounts as required, during the construction process. 12. As required, instruct, supervise and provide technical expertise to contractors, thereby ensuring that work is completed to specification and in accordance with agreed timetables. 13. Be responsible for the supervision and guidance of junior members of the team and staff from other sections of the department. 14. Be responsible for the measurement and valuation of all works including any relevant variations. 15. Ensure security of confidential and commercially sensitive inform | |
| **Structure:** | |
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| **Special Knowledge Requirement: Will be used for shortlisting.** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | |
|  | **Essential** |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public,( e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview:  a) Can express themselves fluently and spontaneously, almost effortlessly.  b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language. | X |
| Carries out the working practices, procedures and basic operations across the specialist area of Quantity Surveying. | X |
| Understands and applies health and safety working practices, including risk in own area of work and or across other areas of associated work. Including a good working knowledge of current legislation within the Construction industry, particularly CDM Regulations. | X |
| Use or have knowledge of a range of specialist ICT systems across own work area, including but not limited to MS Office, Teams, Project, SharePoint NBS and ideally sector specific estimating and cost control software. Knows and understands how to analyse, interpret and present complex information from a variety of sources including verbal and written. | X |
| Comprehensive knowledge of costs of products and services within the Construction Industry. Ideally applying this knowledge appropriately to prelims, OH&P or risk and the Government’s Construction Industry Scheme | X |
| Uses, interprets, analyses, communicates complex verbal and numerical information. | X |
| Be well organised, able to make decisions, achieve objectives and meet deadlines. | X |
| Significantly contributes to the management of a budget, keeping costs within agreed parameters. | X |
| Good negotiation skills ensuring best value for money for the Authority. | X |
| Ability to sell services to external and internal customers and displays commitment to providing a quality service | X |
| Good working knowledge of all aspects of construction and ancillary trades. | X |

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| **Relevant experience requirement: Will be used for shortlisting.** |
| Relevant post qualification experience within a quantity surveying field including: |
| 1. Estimating within the new build and refurbishment sector. |
| 1. Experience of Administering standard construction projects. |
| 1. Negotiation of final accounts |
| 1. Experience of managing large budgets across multiple schemes. |
| **Relevant professional qualifications requirement: Will be used for shortlisting.** |
| Degree qualification or minimum HNC/HND in construction or equivalent experience. |
| Professional qualifications such as CIOB or RICS are desirable. |

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| **Working Conditions:** | | |
| On occasions may be called upon to work evenings, weekends and Bank Holidays as required by the needs of the service. We do offer flexible working conditions such as flexitime and WFH | | |
| Must be able to physically attend site, including climbing ladders / scaffolding. | | |
| On occasion may be required to enter confined spaces for inspection and measurements. | | |
| **Special Conditions:** | | |
| You are informed that there is a requirement for the post to have recruitment checks such as DBS and CSCS card. | | |
| Hold a current driving licence. | | |
| **Compiled by:**  **Adam Sowden**  **Date:** 29/07/2024 | **Grade Assessment Date:**  September 2022 | **Post Grade:**  P03 – (SCP 32 – 35) |