

Job Profile

Reference Number	01280
Role Title	Quantity Surveyor
Grade	PO4
Directorate	Corporate Resources
Service Area	Built Environment
Reports to	Senior Quantity Surveyor

Role Purpose

To be responsible for the commercial and 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, ensuring value for money for both the Client and the Council. The QS role is part Project QS and Contractor QS as the Council can act as Client, Consultant and Contractor depending on the individual project.

To provide expert advice on procurement, contractual, costs and financial matters in relation to buildings and building related projects.

Duties and Responsibilities

- 1) The Quantity Surveyor will work within Built Environment, they will 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. To include the responsibility for the measurement and valuation of all works including any relevant variations.
- 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) Preparation of documentation including, but not limited to; Cost Estimates, Cost Plans, Bills of Quantities, Schedules of Work, Cost Statements, Final Account statements and Project Management plans. Reports prepared using IT systems including electronic BoQ's preparation software to ensure an efficient, cost-effective and professional service to attain and improve on the section's Key Performance Indicators. Cost advice or Estimates could be required during any project stage, feasibility, design or construction.
- 5) To be able to interpret and produce Contractual Documentation to initiate preparation and submission of tenders. 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.
- 6) As a member of the commercial Team, you will be expected to participate and contribute to the development and review of policies and strategies affecting the section including its scheme of delegation.

- 7) To work in close partnership with Client's Design Team and Operational Management to achieve high standards and financial requirements.
- 8) To work in conjunction with other construction professionals to ensure an effective Quantity Surveying and Estimating service. To represent the authority in negotiations with external clients or contractors, including their representatives or consultants.
- 9) Produce contract documentation for contractors, evaluate tender returns, prepare and agree Forms of Contract, value completed works and negotiate and agree final accounts. Understanding of contract administration (JCT and / or NEC), and have successfully administered these contracts or bespoke contracts for specific requirements.
- 10) As required, provide the role of contract administrator for construction related contracts, documentation, orders and accounts as required, during the construction process. Carrying out risk appraisals, stage reviews and complete cashflows for projects.
- 11) As required, instruct, supervise and provide technical expertise to contractors, thereby ensuring that work is completed to specification and in accordance with agreed timetables.
- 12) Be responsible for the supervision and guidance of junior members of the team and staff from other sections of the department.
- 13) Developing and implementing the use of all IT systems to their full potential. Be committed and support office systems to increase the efficiency of the operational process.
- 14) Ensure appropriate records are kept of all key documents, decisions, approvals and expenditure.

Dimensions of role (direct or indirect as applicable) e.g. total number of staff managed, total budget, total scope of role

Supervisory/ Managerial Responsibilities:

Coordinate and manage the work of external consultants and contractors appointed to projects.

Provide professional and technical advice to Council services, schools, academies and partner organisations.

To be able to use own initiative in the management and prioritisation of own workload as necessary to reflect changing priorities and meeting changing deadlines.

Authorise expenditure, instructions and payments within delegated financial limits.

Ensure security and appropriate handling of confidential, personal and commercially sensitive information.

To assist in the financial control and monitoring of systems relating to contracts. Liaise and or advise clients on procedures and practices relating to technical aspects of contracts.

Instruct, supervise and provide technical expertise to contractors as necessary to ensure work is carried out to specification and in accordance with timescales/ programme.

To instruct orders to be placed and authorise accounts to agreed levels.

Supervision and Guidance:

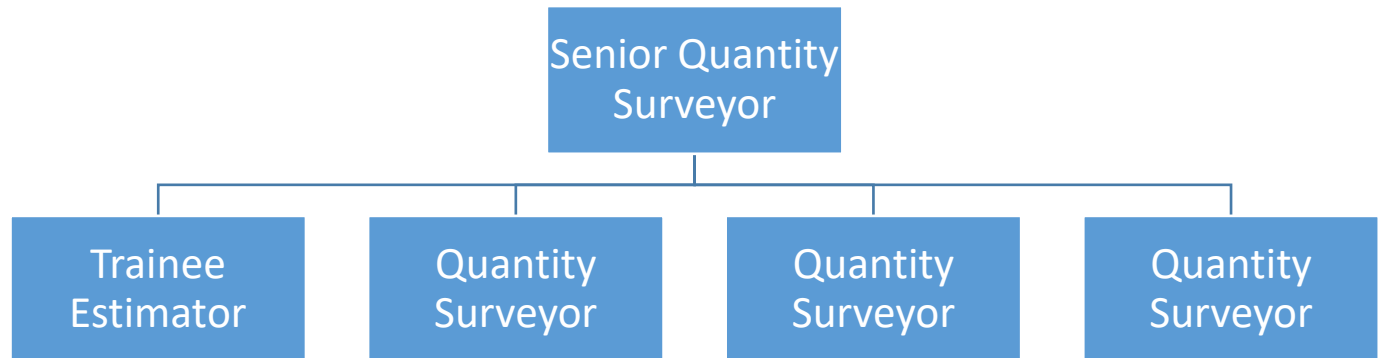
Accountable to the Senior Quantity Surveyor for professional, technical and procedural matters.

Expected to exercise independent judgement and initiative within agreed delegations, policies and statutory frameworks.

Work within a multi-disciplinary team of internal and external building professionals to find commercial or practical solutions to problems.

To meet the objectives set by the Senior Quantity Surveyor exercising initiative and personal and professional judgement. Act on instruction or general guidance also received from appropriate managers on policy and procedural matters.

Structure Chart (showing direct reports)



Person Specification

Knowledge / Skills / Experience required

QUALIFICATIONS:

Degree qualification or minimum HNC/HND (or equivalent) in Quantity Surveying, Building Construction or related discipline (or suitable demonstrable experience to evidence competency)

Professional qualifications such as CIOB or RICS are desirable.

EXPERIENCE:

Minimum three years post qualification experience within a quantity surveying field including:

- Estimating within the new build and refurbishment sector.
- Experience of Administering standard construction projects.
- Negotiation of final accounts
- Experience of managing large budgets across multiple schemes.
- Track record of working collaboratively within a large project team, to act in a spirit of mutual trust and cooperation in the interests of the project.
- Have a good understanding and knowledge of all relevant statutory compliance, particularly building regulations, fire safety, CDM and planning.

SPECIAL KNOWLEDGE:

- Sound knowledge of relevant legislation including Building Regulations, Health and Safety / CDM legislation, Building Safety Act, Equalities Act and good working practices.
- Willingness to develop understanding of Council standing orders, financial and budgeting control procedures.
- Knowledge of a range of procurement routes including Traditional and Design & Build.

TRAINING:

Commitment to Continuing Professional Development and maintaining professional competence.

EQUALITY:

Candidates should indicate an acceptance of and commitment to the principles underlying the Council's Equal Rights Policies/Practices.

DISPOSITION ADJUSTMENT/ ATTITUDE:

Self-motivated, professional and reliable with a positive and solution-focused approach.

Maintains personal and technical credibility with clients and stakeholders.

Able to work collaboratively while exercising sound independent judgement.

PRACTICAL & INTELLECTUAL SKILLS:

Use a range of specialist ICT systems across own work area.

Uses, interprets, analyses, communicates complex verbal and numerical information.

Be well organised, able to make decisions, achieve objectives and meet deadlines.

Ability to write clear and concise reports. Be confident with digital systems and have a creative approach to problem solving.

Candidates must have a high level of organisational ability and able to balance competing priorities. To use initiative appropriately and work with minimum supervision.

CIRCUMSTANCES PERSONAL:

Eligible to work in the United Kingdom in accordance with the Asylum and Immigration Act 1996.

Must be prepared to work outside normal working hours as required including contractors hours such as shift work, weekends, bank holidays etc.

Should hold a current driving licence and must have access to and be willing to use a car which is comprehensively insured for business purposes (or be prepared to acquire one) – assisted car purchase scheme available if necessary. Should live within commuting distance of work location

On occasions may be called upon to work evenings, weekends and Bank Holidays as required by the needs of the service.

PHYSICAL/SENSORY:

Must be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equalities Act.

Must be able to physically attend construction sites and buildings, as required by the duties of the post, which may include climbing scaffolding, using ladders and working at height. On occasion may be required to enter confined spaces for inspection and measurements.

AN ENHANCED DBS CHECK WILL BE REQUIRED PRIOR TO APPOINTMENT TO THE POST

Key benchmarked competencies, traits and motives required to successfully deliver the role. These will support recruitment, succession planning, development and performance management		Essential
Health and Safety	Uses knowledge of Health, Safety policies, procedures and regulations including risks in own area of work	Yes
IT Packages	Uses a range of complex IT packages relating to area of work	Yes

Service Improvement	Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery	Yes
Continued professional Improvement	Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	Yes
Communication	Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	Yes
Numeracy & Literacy	Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	Yes
Relevant Professional Qualification	Degree qualification or minimum HNC/HND (or equivalent) in Quantity Surveying, Building Construction or related discipline (or suitable demonstrable experience to evidence competency) Professional qualifications such as CIOB or RICS are desirable.	Yes
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.	Yes
Communicates Effectively	Covers a range of spoken and written communication skills required as a regular feature of the job. This includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	Yes
Carries Out Effective Decision Making	Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. This includes planning and organising, self-effectiveness and any requirements to quality check work.	Yes
Undertakes Structured Problem-Solving Activity	Covers a full range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. This includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.	Yes
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.	Yes
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.	
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.	

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.	

Applicants with disabilities are only required to meet the essential special knowledge requirements (clearly marked)

Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet the Lower threshold level.

You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview).

Completed by:		Date:	
Quality checked:	Pay and Reward Team	Date:	6th October 2026