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| **Job Description** | |
| **Post title** | Quantity Surveyor |
| **JE Reference No** | N7446 |
| **Grade** | 9 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Corporate Property & Land – Construction Consultancy Services |
| **Reporting to** | Senior Quantity Surveyor |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

Responsive to internal partners, external clients, Elected Members and residents.

The post holder will be responsible for providing high quality and multidisciplinary, cost effective, project management quantity surveying and associated services to deliver various projects or programmes of work for the County Council.

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| **Duties and responsibilities** |

* The provision of quantity surveying and cost management services.
* Working with the Senior Quantity Surveyor, using a multi-disciplinary approach in the delivery of projects within programmes of work, including:
  + Ensuring compliance with Statutory and Council Regulations, Standing Orders etc.
  + Cost Management of and payments to Statutory bodies, preparation and co-ordination of contract documents.
  + Technical reports.
  + Support the Contract Administration process with pretender work stage reports and project cost reports.
  + Liaison and coordination with a wide range of internal and external stakeholders including statutory undertakers.
  + Cost estimates, value engineering, life cycle costing and cost planning.
  + Project budget management including monthly cost reports.
  + Preparation and agreement of monthly valuations and payments.
  + Preparation and agreement of final accounts.
  + Contribute to performance management, in relation to time, cost and quality criteria
  + Risk management.
  + Communications.
  + The provision of safe, high-quality and effective services, schemes and programmes.
  + Assist with the preparation of fire claims management across the Councils property portfolio.

Support the Council’s Asset Management function by:

* Providing financial data and advice in support of the Asset Management Database.
* Assist in ensuring consistent quality standards of provision in line with Council policies.
* Update project cost information using Concerto.
* The provision of advice in relation to the Section’s specialist areas of procurement.
* Identify and manage risks associated with the workload.
* Health and Safety planning and management within the team and section.
* Develop and ensure effective co-ordination and communication between all sections of Building Design Services and with all customers

The generic responsibilities which will be undertaken in support of the above work include the following (if applicable):

* To represent the Team Manager as appropriate at various meetings, working parties, panels etc as directed
* Co-ordinate and participate in internal/external meetings and forums

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * HNC (NVQ Level 4) or equivalent plus relevant experience in a building related subject. | * HND (NVQ Level 5) or equivalent in a building related subject. * Membership of a Professional Body. |
| Experience | * Experience in a private/local authority quantity surveying office/section. * Experience of providing effective financial advice from inception to final account on major building projects using various forms of building contract. * Experience of producing tender documents using various forms of building contract including partnering and design and build. | * Dealing with members of the public and Elected Members. * Use of Concerto. * Dealing effectively with end users. * Value Engineering and working in partnership |
| Skills & Knowledge | * Knowledge of procurement methodology and forms of contract. * Ability to analyse and interpret financial information. * Ability to prepare and produce financial reports. * Knowledge of Building/ Architectural/M & E/ Asbestos in construction. * Knowledge of current methods in construction. * Effective written and verbal communication and negotiation skills. * Analytical and decision making skills. * User IT skills. | * Knowledge of current technical developments and innovation within the building industry. * Ability to inspire confidence in the service from a wide range of internal and external audiences. * Knowledge of performance management. |
| Personal Qualities | * Flexible and able to work under pressure. * Travel is an essential requirement of the post * May be required to work outside of normal office hours. | * A commitment to personal development |