



# South Tyneside Council

## REGENERATION AND ENVIRONMENT

### JOB DESCRIPTION

**POST TITLE:** Quantity Surveyor - Major Projects

**GRADE:** Band 8

**RESPONSIBLE TO:** Head of Highways and Transport

#### Overall Objectives of the Post:

To provide a professional quantity surveying service as directed by the Head of Highways and Transport, ensuring that the finances of all works carried out are managed in the most effective way, ensuring value for money and probity.

#### Key Tasks of the Post:

##### **1. Duties of the post will include, but not be limited to:**

- Preparation of monthly forecasts;
- Assessment of submitted accounts and production of payment certificates and notices;
- Preparation of bills of Quantities for highway, civil engineering and other schemes;
- Forecasting of whole life scheme outturns;
- Preparation of estimates and feasibility study reports;
- Evaluation of submitted tenders, variations and quotations;
- Preparation of reports for senior management;
- Monitoring and reporting of expenditure against budget through to completion of schemes;
- Preparation of quarterly claims for submission to funding stream providers.

##### **2. You will assist in the development of effective service delivery. You will:**

- Contribute in a positive and effective manner to Team and Service initiatives and improvements, taking the lead where appropriate.
- Represent Highways and Transportation at internal and external meetings, as appropriate.
- Prepare relevant reports, as required.
- Develop your knowledge and experience and keep it up to date by keeping abreast of the Council's policies and changes in legislation.
- Work closely with the all Council officers and external stakeholders to ensure effective service delivery.

**3. You will consistently demonstrate the personal qualities and behaviours required of the post. You will:**

- Carry out all of your work to the highest professional standards and in accordance with the Council's policies and procedures in order to provide an excellent standard of service to the Council's customers and to enable the Council to meet its objectives.
- Take responsibility and accountability for your performance.
- Work in a positive and co-operative manner with other members of the Team.
- Treat fellow team members, customers and colleagues with respect and dignity.
- Reflect the Council's values in daily contact with partners, stakeholders and customers.
- Recognise the achievements of team members and effectively deal with poor performance.
- Be a champion for your service area and a source of support and encouragement for colleagues.
- Demonstrate excellent problem-solving abilities, an attitude towards delivering service goals and a pragmatic approach to daily tasks.
- Consistently strive towards making a difference in the quality and impact of services delivered by the Service.
- Effectively work with colleagues across the Council to exploit opportunities for greater synergies and efficient ways of working.
- Contribute positively to team meetings
- Demonstrate total professionalism, propriety and value equality and diversity.

You will progressively develop your skills, competences and experience, and maintaining an in-depth understanding of the environment in which the service operates.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: DC/KDS

Date: 03/11/2020