

Northumberland County Council
JOB DESCRIPTION

Post Title:	Quantity Surveyor	Director/Service/Sector: Local Services, Highways & Neighbourhood Services	Office Use
Band:	8	Workplace: Area Based	JE ref: 1438 HRMS ref:
Responsible to: Highways & Neighbourhood Services Area Manager		Date: 2 December 2010	
Job Purpose:	To provide Quantity Surveying and Estimating services in order to meet the requirements of the County Council and other clients. To manage the day to day delivery of services to achieve high levels of stakeholder satisfaction.		
Resources	Staff	None	
	Finance	Ensure all costs are recorded and income recovered – Annual turnover approx £20 – 30 million, individual projects 10k to £5m	
	Physical	Oracle and financial estimating programmes	
	Clients	A variety of internal (cross department and members) and external clients (for third party works)	
Duties and key result areas:			
- Be responsible for providing quantity surveying and estimating services for internal and external schemes to ensure the best use of available resources - Secure additional work to meet targets. Monitor internal and external markets to ensure that operational highways activity remains competitive. - Actively promote the development of existing services and the implementation of new services, including links and partnership arrangements with other organisations or agencies - Assist in the co-ordination of cost effective delivery of highway services - Assist in the monitoring of overall Highways financial budgets - Ensure the recovery of all income due to the Division. Prepare estimates and measure work on site to draw up and submit accurate interim valuations and final accounts for work done - Regularly assess the unit rate build up for tenders and estimates and make recommendations against known competitors rates - Be responsible for measurement of projects and approval of accounts submitted by subcontractors in liaison with site supervisors - Consult and negotiate with clients, market services and promote good customer relationships. Liaise and arbitrate with elected members, clients, sub-contractors, support services and Directorates of the County Council - Represent the Head of Service and the Director of Place at meetings of the County Council, its committees, sub-committees and working groups - Promote and maintain procedures and safe systems of working to comply with health and safety and employment legislation, including the CDM regulations - Contribute to the development and maintenance of quality, environmental and health and safety systems. Embrace the concept of customer care and IIP in all activities - Any other duties appropriate to the nature, level and grade of the post The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
Work Arrangements			
Transport requirements:			
Working patterns:			
Working conditions:			

Northumberland County Council
PERSON SPECIFICATION

Post Title: Quantity Surveyor	Director/Service/Sector: Local Services, Highways & Neighbourhood Services	Ref: 1438
Essential	Desirable	Assesses by
Knowledge and Qualifications		
• ONC in relevant subject (e.g. Civil Engineering, Quantity Surveying) • A Level or equivalent numeracy	• Degree or equivalent standard of general education • Estimating/Quantity Surveying Qualifications (ICES or similar)	
Experience		
• Detailed working knowledge of civil engineering conditions of contract and methods of measurement • Experience of operating trading accounts in a competitive environment • Experience of leading negotiations with clients, other authorities etc. • Experience of multiple project management • Working knowledge of the organisation of the County Council • A detailed knowledge of the technical, professional, legal and commercial issues • A knowledge of construction and commercial practices in the private sector • Experience in compiling unit rates and tenders	• Experience of providing construction services to private sector markets • Experience of co-operative work with both the public and private sector • Experience of working in an organisation with ISO 9001, ISO 14001 and OHSAS 18000 • A detailed knowledge and understanding of the issues facing contracting organisations	
Skills and competencies		
• Good management, communication, presentation and negotiation skills • An objective and rational approach to problem solving and decision making • Good interpersonal skills and communication skills • Commercially aware • Self-motivated, adaptable and resourceful • Effective planning and organisational skills • IT literate	• Well-developed marketing and promotional skills	
Physical, mental and emotional demands		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits