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| **Job Description** | |
| **Post title** | Quantity Surveyor |
| **JE Reference No** | JE Ref N10840 (NSTS 137) |
| **Grade** | Grade 10 |
| **Service** | Regeneration and 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** |

The post holder will:

* Be accountable to the Construction Services Manager and Senior Quantity Surveyor
* Be responsive to internal partners, external clients, Elected Members and residents

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

The post holder will provide estimating/pricing and assessment services for Construction consultancy Services, working with feasibility information or detailed designs, providing advice on the delivery of projects. In addition, they will manage and monitor cost plans and be involved in the tender preparation, procurement, contract management and valuation of works for projects.

The post holder is required to develop excellent working relationships with customers and suppliers (both internal and external providers). The post holder is required to assist in the development of the Construction Consultancy Service by seeking continuous improvement of the quantity surveying services offered, improving the quality of the cost management carried out and actively growing the customer base and in so doing assist in developing Durham County Council’s built portfolio and improving the approach of CCS to construction related matters.

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| **Duties and responsibilities** |

Working with the Senior Quantity Surveyor, providing quantity surveying and cost management services to delivery projects within programmes of work, including:

* + To initiate and prepare estimates for work in conjunction with CCS and B&FM staff and ensure that these are undertaken in a consistent manner.
  + To ensure that the quantity surveying function continues to be a Best Value provider of services and strive for continuous improvement.
  + Supporting the contract administration process with pretender work stage reports and cost plans.
  + Preparing cost estimates, undertaking value engineering, life cycle costing and cost planning.
  + Production and contribution to technical reports.
  + Project budget management including monthly cost reports during the project lifecycle.
  + Liaison and coordination with a wide range of internal and external stakeholders including statutory undertakers
  + 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.
  + Use of construction based specific take off software in the production of Bills of Quantities – e.g. Masterbill MB3
  + To assist and advise on appropriate procurement routes.
  + Assist and preparation as of contract documentation. Or prepare as necessary.
  + Consult with Legal on the preparation of contract particulars.
  + Preparation and agreement of monthly valuations and payments.
  + Preparation and agreement of final accounts.
  + Agreement of contractual claims.
  + Contribute to performance management, in relation to time, cost and quality criteria.
  + Risk management.
  + Communicate with other inhouse and external services as necessary (insurance issues / other service sectors as required).
  + Assist with the preparation of fire claims management across the Councils property portfolio.
  + To ensure self-compliance and the compliance of all allocated staff with the policies and procedures of both Durham County Council and Corporate Property and Land.
  + To promote the services offered by CCS to both existing and potential clients as the opportunity arises.
  + The post holder is responsible for integrating the working practices of their areas of responsibility into the organisation as a whole by invoking a positive teamwork approach.
  + To carry out any other duties commensurate with the grade and that may be allowed by the Construction Consultancy Services Manager or the Senior Quantity Surveyor.
  + Responsible for assisting in the guidance of QS trainee or other staff as allocated
* Support the Council’s Strategic Property 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 Construction Consultancy Services and CPaL 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 Senior Quantity Surveyor as appropriate at various meetings, working parties, panels etc as directed
* Co-ordinate and participate in internal/external meetings and forums

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

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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 or equivalent plus relevant experience in a construction related subject | Membership of a Professional Body  HND or equivalent in a construction related subject |
| 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.  Experience of using interpretation skills in reading from drawings and in the preparation of take offs.  Have a Proven track record of delivering to deadlines  Experience of preparing and managing cost plans on behalf of clients  Experience of large-scale budget control of projects over £1,000,000. | Dealing with members of the public and Elected Members.  Use of Concerto.  Dealing effectively with end users.  Value Engineering and working in partnership  Conversant with the Building Regulations and DDA compliance  Experience of Microsoft Office Packages, e.g. Excel, Word, CAD and general computer literacy.  Obtaining quotations from Sub Contractors and Suppliers.  Sound Surveying skills. |
| 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.  Ability to prepare Bills of Quantities  Knowledge of various forms of contract (e.g. JCT, NEC)  Experienced in contract administration role  Ability to analyse and interpret complex technical drawings  Ability to communicate effectively, both orally and in writing  Analytical and decision making skills  Awareness of Committee management and working with Members.  Excellent IT skills  Good organisational skills  Knowledge of Quality Management Systems | 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  An understanding of local government  Systematic approach to works. |
| Personal Qualities | Team player  Commitment to the concept and values of public service.  A flexible approach to work and a capability to work under pressure to deadlines  Self motivated and able to work under own initiative, but in accordance with corporate objectives  Ability to work in partnership with others to forge effective working relationship  Travel is an essential requirement of the post  May be required to work outside of normal office hours | A commitment to personal development |