**2021 VAC 233**

**Job Description**

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| **Job title** | **Estimator/Quantity Surveyor** |
| **Grade** | 7 |
| **Service/Team** | Building Services |
| **Main purpose of job** | * To work within a Technical and Operational team providing new construction and refurbishment projects across a range of customers in both a commercial and domestic environment. * To provide an efficient and comprehensive Estimating and Quantity Surveying function that will enable the service to proactively operate contracts, buying and commercial activity as well as supports service growth and profitability. * Postholder will report to the Minor Works Manager but will support all the Building Service estimating and QS functions and activities. * To support the development, improvement and growth of the service area. * Ensure the service provides customer focussed services and that a first-class service is delivered. |
| **Key responsibilities** | * Effectively and efficiently perform the estimating and surveying function for project works, including contract managing schemes, ensuring financial and quality control in accordance with specifications, and complying with all relevant legislation, regulations, council policies and procedures. * Understand statutory and industry requirements for building and construction work including the Building Regulations, CDM Regulations and Planning & Consent Processes. * Assist the Minor Works Manager with the identification of required resources for schemes necessary to ensure delivery of a first-class professional service to customers. * Provide detailed plans to inform on progress, cost, people resources and any other information which will support the business moving forward. * Demonstrate strong communication skills. * Be able to demonstrate contract management experience. * Support capital investment scheme remits into technical work schedules to support tender delivery of schemes. * Demonstrate strong commercial awareness & risk management. * Effectively and efficiently support the Minor Works functions undertaken by Building Services, including contract managing specialist projects, ensuring financial and quality control in accordance with customer specifications, and complying with all relevant legislation, regulations, council policies and procedures. * Be able to interpret drawings, bills or quantities, schedules of work and contractual requirements to ensure all works are financially viable and in accordance with the client’s needs. * Assist in the identification required resources necessary to ensure delivery of a first-class professional service to customers. * Provide verbal and written information to managers and customers. * Provide a range of written correspondence (email, letters etc) and produce reports as required for the delivery of the service. * Support customers, staff and suppliers in dealing work programmes and projects. * Intervene and manage any contractual, project or programme issues connected to the estimating and Quantity Surveying function and seek positive and amicable solutions and resolutions. * Ensure positive relationships with suppliers and customer. * Ensure that high levels of customer service are delivered and that customers are at the heart of the service. * Liaise with customers to assess their requirements and future service and work programme needs. * Ensure all duties are carried out to expected standards and within agreed timescales, in order to meet the needs of the project, programme and customer. * Plan and organise your own workload and that of others, including prioritisation when faced with competing deadlines and timescales. * Make decisions independently and as part of a team, to ensure that all work activities are carried out to a high standard. * Deal with and solve straight forward or complex problems which may require the application of technical and professional knowledge to reach satisfactory and consistent resolution within given time constraints. * Analyse and interpret contractual information and data to ensure all works are completed in accordance with contractual requirements and service policies and procedures. * Liaise with clients and contractors at meetings and in writing on contractual documentation, variations and financial agreements. * Provide guidance to contractors on the tender process, sub-contract process and contractual issues. * Negotiate with customers and managers on the pricing of variations and final payment applications. * Act as an advocate for the client with contractors on the final measurement and financial payment to a contractor. * To provide accurate information to customers and contractors to enable suitable courses of action to be adopted as in the case of interim, final and variation payments. * Liaise with customers throughout each contract to ensure the completed work meets client expectations. * Liaise with customers to assess their requirements and future needs. * Attend as required pre and post contract meetings. * Establish any potential issues in delivering the service, including health and safety issues, in order to appropriately manage work demands and ensure the provision of a high-quality service. * Ensure that all duties are carried out to expected standards and within agreed timescales, in order to meet project and customer needs. * To ensure that all Council policies and health and safety requirements are always met to allow safe working practices. * Provide accurate information to customers/contractors to enable suitable courses of action to be adopted as in the case of interim, final and variation payments. * Ensure all contractual / financial management dates are adhered to so as not to be in breach of contract. * Ensure that any problems encountered are acted upon quickly and resolved swiftly where possible using informed responses within service policies and procedures. * Plan and organise own workload and that of others, including prioritisation when faced with competing deadlines and timescales. * Make decisions independently and as part of a team, to ensure that works are carried out to a high quality and to customer expectations. * Ensure compliance with all legislative, regulatory and policy requirements. * Ensure compliance with service contract management procedures. * Establish appropriate work programmes for all activities undertaken. * Support all tender processes and lead on all estimating and quantity surveying activity within these processes. * Assist in developing plans and work practices to carry out works in a more effective manner. * Attend as required all service training, keeping up to date with developments such as changes to technical knowledge, legal requirements, policies and practices and practices. * Attend pre and post contract meetings when required. * Support new working practices to improve service delivery. |
| **Key tasks** | * To work closely with other Sections and Directorates of the Council and external organisations. * Assist in dealing with queries and representations from internal and external clients, Council members and others. * To promote a positive culture and values of the Directorate and the Council. * To maintain an awareness of relevant Statutory and Council regulations, procedures and practices and participating in ensuring service compliance. * To undertake any training or personal development opportunity identified at a time and venue determined by the Building Services Manager. * To attend and actively participate in personal appraisals and all meetings as necessary and requested for the benefit of the Council, Service or personal development. * Produce detailed estimates using appropriate software to provide project related cost analysis information including labour allocation, material and sub-contract procurement. * Undertake the preparation and agreement of interim valuations and final accounts within the agreed timescales laid down in the contractual conditions. * Assist the Minor Work Manager with the financial management of the section including being pro-active in the recovery of income due. * Ensure all estimating records are properly maintained and all information is filed and recorded in accordance with Council and service procedures. * Effectively support the implementation and management of framework contracts to ensure they provide required service delivery arrangements, hold regular review meetings with contractors, including dealing with any instances of sub-standard quality and service provision when required and carry out an annual review of all framework documentation. * Monitor and manage Service Level Agreements to ensure standards of service and customer satisfaction levels are maintained. * Analyse and interpret financial data relating to final accounts, including participating in regular review meetings, providing reports as and when required and contributing to the preparation of budget forecasts to ensure performance targets are met and each service area achieves their financial targets. * Support the review, application and renewal of accreditations on an annual basis in conjunction with the Service Improvement and Growth Team, liaising with Officers to ensure compliance of required standards for the documentation. * Develop and implement new business processes in conjunction with the Minor Works Manager to improve efficiency, productivity and financial growth of the service. * Undertake periodical reviews of operational procedures to ensure they are relevant to the activity and implement any identified improvements to optimise performance. * Contribute to service improvement and the development of related policies, procedures and initiatives. * Manage a service area that operates as both Principal Contractor and contractor. * Ensure external contractor standards are maintained by undertaking periodic assessments of contractual and health and safety documentation including evaluating risk assessments and method statements. * Work with customers to develop new business opportunities in order to expand service activity and increase financial returns. * Investigate and resolve customer complaints working with customers to get the best outcome for both parties. * Take action to ensure senior managers are informed immediately of any issues that may disrupt service delivery and advise what action is proposed to enable prompt corrective action. * Support the team to ensure their roles effectively support project activity from an estimating and Quantity Surveying perspective. * Provide project specific written reports in a timely manner as and when required by management. * Undertake procurement as required for effective service delivery and ensure this is undertaken in line within the Council’s procurement rules and procedures. * Attend pre-start, progress and evaluation meetings as required. * Produce and maintain a works programme to co-ordinate all construction projects and provide regular updates to the Minor Works Manager. * Liaise with and support team members in the delivery of service plan targets and all projects aims and objectives. * Prepare and maintain electronic and hard copy contract scheme files that allow internal audit inspection and review. * Ensure internal and external works orders are raised in a timely manner to enable adherence to a programme of works. * Undertake regular site visits and carry out site measures and surveying duties associated with all projects and work undertaken, including correct assessment and processing of payment claims from external contractors in accordance with the terms and conditions of appointment. * As and when required, undertake site supervision of external contractors on site. * Assist with the financial management of the section including being pro-active in the recovery of income due. * Assist the Service Improvement and Growth Team with the development of new projects, service improvements and innovation as well as new contract opportunities and tenders. * Attend pre-start, progress and evaluation meetings as required. * Undertake procurement as required for effective service delivery and ensure this is undertaken in line within the Council’s procurement rules and procedures. * Work and liaise with colleagues to ensure co-ordinated and customer-focused service delivery. * Provide project specific written reports in a timely manner as and when required. * Ensure all records are accurate and up to date within the business area. * Other duties commensurate with the grade of the post as may be assigned from time to time by the Building Services Manager or appointed deputy. |
| **Responsible for staff/equipment** | * Ensure that there is adequate office cover from within the team to cover the needs of the service. * Share knowledge and experience of work practices with others within the team. * Offer support and guidance to team members when required in the effective delivery of services |
| **Other duties/specific policies e.g. DBS** | The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.  The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.  The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.  The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.  To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council |