

QUANTITY SURVEYOR (STRATEGIC PROJECTS)

Role Profile



Title	Quantity Surveyor (Strategic Projects)	
Grade	GRADE I	
Reference:	N907	
Reports to:	Project and Contract Management Team Leader	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Technical Manager	
Primary purpose of role	To be the professional lead in all matters regarding commercial and contractual integrity in the Strategic Projects Team. Includes responsibility for ensuring that projects comply with procurement procedures, advising on and completing appropriate forms of contract, compliance with contracts, negotiation and agreement of accounts, and advising on contractual dispute procedures when necessary. Line management of a small team of capital project professionals.	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ Advising on construction and project costs early in the project process to enable decisions to be taken regarding scoping / financing / progressing with the project (5%) ▪ Responsibility for the production, maintenance and approval of all commercial processes relating to Capital projects (5%) ▪ On a project basis, providing advice on which contracts would be most appropriate to the nature of the project and its risk profile (5%) ▪ Working closely with the Procurement team to advise on the various procurement routes and methods available for Capital works (5%) ▪ Contribute to the production of Business Cases by providing cost estimates and profiling and risk identification and analysis (5%) ▪ Contribute to the production of tender documentation including evaluation criteria, selection of the Tender list and the financial evaluation of Tenders (5%) 	Role measures <ul style="list-style-type: none"> ▪ Successful progression of projects through inception to construction, with the right quantum of budget identified to deliver the benefits envisaged ▪ The production and use of a complete set of approved and fit for purpose commercial processes and procedures for all QS / Cost Management activities, which promote efficiency with continuous improvement ▪ All projects and programmes have contractual terms and conditions and procurement methods which are appropriate and protect the financial interests of PCC ▪ Production of interim valuations and final accounts for all projects and programmes. ▪ Contractor invoices are scrutinised and challenged to ensure value for money

	<ul style="list-style-type: none"> ▪ Responsibility for assessing value for money on individual projects up to approx £10million, including interim valuations, final accounts and signing off the contract (5%) ▪ Responsibility for writing and negotiating construction contracts, including liaison with PCC Legal department and contractors. This also includes Letters of Intent, Collateral Warranties, Letters of Reliance, Bonds and Third Party Rights (15%) ▪ Responsibility for ensuring that projects and programmes adhere to contractual terms and conditions, service standards, policies and procedures including Health and Safety and Insurance requirements (5%) ▪ Assisting the Contract Administrator throughout the contract, including dealing with variations to the contract, value engineering, contractual payments, completion procedures, disputes as required (15%) ▪ Attend site to undertake valuations of work completed and report progress to project boards (5%) ▪ Produce and input financial data into team and corporate monitoring systems, including writing Cost Reports throughout the project to forecast the final cost position and provide early warning of any projected shortfalls (10%) ▪ To represent the Strategic Projects Team Leader as required to Senior Council staff, Elected Members and external bodies on QS and Cost related issues (2.5%) ▪ Provision of professional guidance and direction to Senior Officers and members on complex technical enquiries and legislative issues relating to Capital Cost Management (2.5%) ▪ Responsibility for line managing a small team of construction professionals, including performance management, annual appraisals and continual professional development (5%) 	<ul style="list-style-type: none"> ▪ All projects and programmes are monitored for contractual compliance and any non-conformities are addressed ▪ Provision of all data required by senior management in formats appropriate to the requirement, and where necessary to present this information to audiences at all levels ▪ Minimisation of divergence between the projected out-turn cost of projects and the available budget by early warning of potential issues via the Cost Reporting process ▪ Successful completion of Capital projects within time and budget, and provision of the best quality possible within those constraints ▪ Line managed team members continue to contribute fully to team activities and targets, minimisation of inefficiencies within the team
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	<ul style="list-style-type: none"> Responsible for advising on commercial matters within the team including time charging and fee setting including benchmarking (5%) 	
Key activities	<ul style="list-style-type: none"> Provision of early cost advice to enable better decisions on the viability of proposed projects (10%) Provision of advice to Project Managers on the most relevant contract for each project, and the most suitable Procurement method/route Contribute to the Tender process, through development of evaluation criteria, provision of contract preliminaries and creating appropriate templates for providing financial information and financial evaluation of Tenders received (15%) Compiling construction contracts for all projects, and other related documentation (15%) Investigate and keep a high level overview of all individual projects across the team to identify any underperformance, report and suggest mitigating actions and track their implementation (10%) Investigate all proposed projects, challenge cost against requirements and benefits, and agree targets that will ensure value for money is achieved (10%) Initiate and produce interim valuations (including visits to site), cost reports & final accounts, contribute to Contract Administration generally, issue Instructions, completion/non-completion notices as required (25%) Review and check contractual compliance and procurement arrangements throughout the project, identify any non-compliance, ensure remedial action is taken and report to management (2.5%) Produce and maintain an integrated QS/Cost database covering cost, performance, value for money and continuous improvement on the Council's Capital projects (2.5%) Develop close working relationships with Project Managers, client departments, contractors and any relevant external bodies (2.5%) Communicate and present effectively in a targeted and concise manner to officers at all levels, senior management, members and external bodies (2.5%) Managing a small team of cost or design professionals, including annual appraisals and continual development (5%) Carry out other duties appropriate to the grade of the post 	
Essential qualifications/ knowledge	<ul style="list-style-type: none"> Educated to degree level (or an equivalent) in Quantity Surveying or a closely related discipline such as civil or structural engineering with accreditation by RICS or CIOB and a minimum of three years post qualification experience in quantity surveying. Alternatively, extensive relevant experience (minimum five years) as a Quantity Surveyor responsible for similar projects Up-to-date knowledge and understanding of the law, regulation and best practice in relation to Capital works contracts Contractual terms and conditions for construction & refurbishment projects, including contract variations and non-compliance 	

	<ul style="list-style-type: none"> ▪ Commercial and financial awareness including monitoring and forecasting Capital budgets ▪ Risk management including assessment and mitigation ▪ Project and programme resource planning and management ▪ Working knowledge of 'change management' and continuous improvement systems
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ A Management qualification appropriate to this role ▪ IOSH ▪ CSCS card ▪ Full Driving License
Essential experience	<ul style="list-style-type: none"> ▪ Significant experience of working as a Quantity Surveyor on construction, demolition and/or refurbishment contracts valued typically up to £10m, including both pre and post contract works e.g. leading on negotiations, writing contract terms & conditions, variations and dispute procedures ▪ Significant experience of financial and resource management of projects ▪ Reasonable experience working with project planning tools (i.e. Microsoft Project) including Gantt charts, timelines, risk registers, etc
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of line managing staff
Essential skills	<ul style="list-style-type: none"> ▪ Good interpersonal and communication skills necessary to communicate effectively with stakeholders at all levels, and form appropriate working relationships ▪ Excellent analytical and problem-solving skills to be able to review, assess, monitor and manage complex commercial and resource issues
Corporate standards <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	