

JOB DESCRIPTION

JOB TITLE:	Quantity Surveyor
DIRECTORATE:	Housing
JOB EVALUATION NUMBER:	A13509
BAND:	11
RESPONSIBLE TO:	Housing Investment and Design Manager
RESPONSIBLE FOR:	
MAIN PURPOSE OF POST:	<ul style="list-style-type: none"> • To work within the Housing Investment & Design Team and alongside other multi-disciplinary design and technical teams, providing a full quantity surveying service to effectively achieve delivery of the Housing Capital Programme. • Undertaking a full range of pre and post contract quantity surveying services and budget management and including project management when required. • To assist in the procurement, development and implementation of construction contracts and framework agreements.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Advise members of the Council, Council Departments and (where appropriate) other individuals or organisations on all matters relating to building economics, cost fluctuation indices, quantity surveying, construction contracts and tender procurement strategy
2.	Assist with the preparation and procurement of the Council's capital building and building refurbishment programmes
3.	Assist with the preparation of the Council's repair and maintenance contracts (Housing and Non Housing)
4.	Undertake the preparation of estimates and/or cost plans relating to the Council's building programme ranging from minor works to major construction projects
5.	Undertake the preparation of tender documentation and contracts, including the production of bills of quantities, schedules of rates, specifications and the writing of relevant construction contractual documentation
6.	Undertake tender evaluation exercises, negotiation and reconciliation of individual projects
7.	Undertake cost checking of building designs to ensure value for money and compliance with capital programme requirements

8.	Ensure that project deadlines are met and that external grant funding requirements are complied with
9.	Be responsible for the budgetary management of projects and contracts of up to approximately £5m including maintaining strict financial monitoring, preparation of interim valuations, cost checking, evaluation of applications, settling of any contractual and financial claims and the settlement of final accounts.
10.	Assist with the budgetary management of the capital programme
11.	Maintain other financial and appropriate records as necessary and report to project leads, senior management and accounting departments as and when required
12.	Work collaboratively and maintain good relationships with other departments of the Council as necessary (Housing and non-housing)
13.	Manage, advise and instruct contractors with regard to project finances
14.	Work with computerised systems; including setting up spreadsheets and databases, computerised specification and contract preliminaries writing, measurement packages, production of bills of quantities and contract valuations in required format
15.	Participate as appropriate in corporate initiatives, seeking to achieve continuous improvements in the services provided
16.	To work with team members to ensure the delivery of high-quality services and achievement of performance targets
17.	Promote and deliver the priorities, values, and objectives of Chesterfield Borough Council at all times
18.	To deputise for the Housing Investment & Design Manager as required.
19.	Carry out any other duties as required which are appropriate to the work of the section and are commensurate with the responsibility, level and grade of the post.

GENERAL – To be aware of and implement the following:

Equalities

The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct

All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health and safety

To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development

The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection

All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults

The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change

The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

Special features of post

Political Restriction	NO
Vetting Checks e.g Disclosure and Barring Service (DBS)	NO
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES
You may be required to carry out those duties at your present workplace or at another council venue.	YES

Job description

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work of the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Quantity Surveyor
DIRECTORATE:	Housing Services
JOB EVALUATION NUMBER:	A13509
DATE:	June 2024

KNOWLEDGE / SKILLS / ABILITIES

Essential

Essential knowledge, skills, and abilities	Assessment method
An understanding of current construction issues, legislation and best practice	Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
An understanding of construction related health and safety issues and CDM	Application Form, Interview
Able to write clear, concise reports dealing with complex technical issues	Application Form, Interview
Able to understand and adhere to complex regulations and procedures and to effectively assimilate procedural and technical detail	Application Form, Interview
Able to consult, negotiate, influence and persuade a wide range of people	Application Form, Interview
Able to organise and prioritise workloads to meet required targets/deadlines	Application Form, Interview
Able to create and maintain working partnerships and relationships, both internally and externally	Application Form
In-depth knowledge of procurement and tender evaluation	Application Form, Interview
In-depth knowledge of contract administration	Application Form, Interview
Computer Literate including NBS, Excel or similar software.	Application Form

Desirable

Desirable knowledge, skills, and abilities	Assessment method
Able to use Microsoft Office Suite and Microsoft Project or similar	Application Form, Interview
Ability to motivate people	Application Form, Interview

EXPERIENCE

Essential

Essential experience	Assessment method
Experience of Quantity Surveying work, associated procedures and practices, preferably in a large public/private sector organisation.	Application Form, Interview
Previous experience in the following areas: <ul style="list-style-type: none">• Project management• Budget management• Construction procurement	Application Form, Interview
Collaborative/partnership working	Application Form, Interview

Desirable

Essential experience	Assessment method
Experience of working in a local government environment	Application Form
Commercial awareness	Application Form, Interview

QUALIFICATIONS

Essential

Essential qualifications	Assessment method
Degree in quantity surveying or 5+ years relevant experience together with a construction related / project management degree	Application Form / Certificates
Driving Licence	Application Form / Certificate

Desirable

Desirable qualifications	Assessment method
Membership of RICS	Application Form / Certificate
Qualification or training in project management	Application Form / Certificate

OTHER REQUIREMENTS

Essential

Essential qualifications	Assessment method
To display the council's values and behaviours when carrying out the job role	Application Form, Interview
To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT

Seeing the big picture

Level: 2

Assessed at: Interview

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.

For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.

Changing and improving

Level: 2

Assessed at: Interview

People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.

For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.

Making effective decisions

Level: 2

Assessed at: Interview

Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.

For leaders it's about reaching evidence-based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.

Leading and communicating

Level: 2

Assessed at: Interview

At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.

It's about championing difference and external experience and supporting principles of fairness of opportunity for all.

For leaders, it is about being visible, establishing a strong direction and persuasive future vision, managing and engaging with people in a straightforward, truthful, and candid way.

Collaborating and partnering

Level: 2

Assessed at: Interview

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting, and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.

For leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.

Developing self and others

Level: 2

Assessed at: Interview

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.

For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change.

Delivering value for money

Level: 2

Assessed at: Interview

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.

For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available.

Managing a quality service

Level: 2

Assessed at: Interview

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.

For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost-effective delivery models for public services

Delivering at pace

Level: 2

Assessed at: Interview

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

For leaders, it is about building a performance culture where staff are given space,

authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.