



## **ROLE DESCRIPTION**

<b>Job Title</b>	Quantity Surveyor Lead
<b>Salary Band</b>	37 - 40
<b>Reporting to</b>	Technical Services Manager
<b>Directorate</b>	Place
<b>Service Area and sub area</b>	Asset Management
<b>Team</b>	Compliance
<b>Political Restriction</b>	No

### **1. Primary Purpose of the Post**

To develop and manage all costs related to a projects within Asset Management, from the initial design to the final (construction) stages. The role will be responsible for ensuring that a project is completed on time and within budget, while also meeting quality standards.

### **2. Your responsibilities**

To carefully estimate costs, calculate material needs and map out project timelines by liaising closely with all teams to keep the job on track.

Day-to-day responsibilities include:

- Consulting with clients to understand requirements
- Conducting feasibility studies to verify proposed projects
- Calculating quantities and costs for materials, labour, timeframes
- Preparing tender packages and contracts, including bills of quantities
- Managing risk, value engineering and cost control measures
- Analysing repair/maintenance costs
- Negotiating contracts and schedules
- Overseeing and valuing subcontractors' work for payments
- Ensuring compliance with regulations and quality standards
- Continually assessing value for the LCRCA investment
- Analysing outcomes and provide budget/progress reports
- Advising on claims, disputes and any contractual issues

Specific skills include:

- Cost estimation: Calculate the cost of materials, labour, and time for tenders
- Project planning: Map out project timelines and prepare tender packages and contracts
- Contract negotiation: Negotiate contracts and work schedules
- Risk management: Manage risk, value engineering, and cost control measures
- Subcontractor management: Oversee and value subcontractors' work for payments
- Compliance: Ensure compliance with regulations and quality standards



- Reporting: Analyse outcomes and provide budget and progress reports
- Dispute resolution: Assist in resolving disputes between parties involved in the construction project
- Data Analysis: Interpret and analyse project data (current and historic).

### **3. General Corporate Responsibilities**

- Complying with safe systems of works procedures, e.g. Method Statements, Risk Assessments.
- Attendance at required training.
- Ensure own health and safety, do not contribute to accidents for others and report any inappropriate acts breaching Health and Safety.
- Ensure Health and Safety targets are achieved.
- Understand AM needs and ensure appropriate service provision.
- Having an appropriate level of knowledge of equality legislation and how it affects your service area.
- Promoting equality and diversity by: -
  - Recognising, addressing and adapting your approach to meet the needs of different customers and;
  - Recognising, respecting and valuing the diversity of your colleagues.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

### **4. Recruitment Plan**

Competency Based Interview  
Assessment



## PERSON SPECIFICATION

**Job Title:** Quantity Surveyor Lead

<b>Criteria</b>		
<b>Qualifications and Training</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Undergraduate degree accredited by the RICS in quantity surveying, commercial management or a related construction subject.	<b>E</b>	<b>A</b>
Postgraduate conversion course (usually a PgDip or a masters) accredited by RICS.	<b>E</b>	<b>A</b>
Full UK driving licence	<b>E</b>	<b>A</b>
<b>Experience and knowledge</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Proven, demonstrable, significant track record of Quantity Surveying in a multi-disciplinary delivery team.	<b>E</b>	<b>A, I</b>
Experience or ability to lead within a team of Quantity Surveying professionals.	<b>E</b>	<b>A, I</b>
Significant Quantity Surveyor experience and delivery, preferably within the public sector.	<b>E</b>	<b>A, I</b>
Demonstrable ability to influence senior stakeholders to achieve value for money.	<b>E</b>	<b>A, I</b>
Management of external consultants in the design and delivery of projects, including performance and quality monitoring and management.	<b>E</b>	<b>A,I</b>
Experience of working in different operational areas, for a range of clients and service / end users.	<b>D</b>	<b>A, I</b>
Evidence of providing specialist Quantity Surveying technical advice and support to stakeholders, team members and across other disciplines including large and complex projects at a senior level or ability to do so.	<b>D</b>	<b>A, I</b>
Experience of acting as employer's agent, delivering projects within time and budget, to the quality expectations of a client.	<b>D</b>	<b>A, I</b>
Evidence of leading in the Project Management and delivery of complex and high-risk projects within the	<b>D</b>	<b>A, I</b>



professional discipline, delivering them within time and on budget to a high quality.

<b>Skills and abilities</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Excellent written and verbal communication abilities	<b>D</b>	<b>A, I</b>
Strong maths, numerical and data analysis skills	<b>D</b>	<b>A, I</b>
Outstanding interpersonal and relationship-building talents	<b>D</b>	<b>A, I</b>
Creative, analytical thinking and problem-solving	<b>D</b>	<b>A, I</b>
Proficiency with technology and surveying software	<b>D</b>	<b>A, I</b>
Project management capabilities	<b>D</b>	<b>A, I</b>
Ability to thrive under pressure and use initiative	<b>D</b>	<b>A, I</b>
Resilience and determination	<b>D</b>	<b>A, I</b>
Teamwork and motivational skills	<b>D</b>	<b>A, I</b>
Understanding of engineering and construction principles	<b>D</b>	<b>A, I</b>
Commercial awareness	<b>D</b>	<b>A, I</b>

<b>Personal Attributes</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
Team player	<b>D</b>	<b>A, I</b>
Flexible attitude to work	<b>D</b>	<b>A, I</b>
'Can Do' attitude	<b>D</b>	<b>A, I</b>
Commitment to further learning	<b>D</b>	<b>A, I</b>

<b>Core Behavioural Competencies</b>	<b>E = Essential D = Desirable</b>	<b>Identified By</b>
To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery including attendance at corporate mandatory training.	<b>E</b>	<b>A, I</b>
To commit to continual professional development.	<b>E</b>	<b>A, I</b>
To work as a key part of the Place Directorate in contributing to the corporate management of the strategic risks facing the Liverpool City Region Combined Authority.	<b>E</b>	<b>A, I</b>
To support the achievement of corporate efficiency targets and initiatives.	<b>E</b>	<b>A, I</b>
To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.	<b>E</b>	<b>A, I</b>



Flexible approach to working hours and willingness to work flexibly as and when required.	<b>E</b>	<b>A, I</b>
Ability to attend meetings, events etc inside and outside the City Region.	<b>E</b>	<b>A, I</b>

**Key to Assessment Methods:**

A - Application	P – Presentation
I – Interview	E – Exercise