

Job Description

Post title	Quantity Surveyor	Grade	G
Department	Operations - Assets	Post ref	AHP6010

Overall job purpose

To provide a comprehensive Quantity Surveying service for the Council, comprising the procurement and financial management of construction and building related projects undertaken by the Section. To include the preparation of contract documents, options appraisals, cost estimates, budget monitoring and forecasting, final accounts etc., necessary to progress construction and building related projects from feasibility to completion.

Reporting relationships

Reports to: Principal Officer – Major Works

Responsible for: N/A

Key tasks and responsibilities – post specific

To assist with the implementation of the Council's Capital and Revenue building works programmes in an efficient and effective manner, all in accordance with the Council's Contract Procedure Rules and Financial Regulations.

To produce tender documents using different forms and types of contract, including forms of contract to facilitate Partnership Working, for all Capital and Revenue construction and building related projects, and different methodologies such as the use of framework agreements.

To administer the process of contract procurement for works, including the preparation of tender documentation, administration of the tendering and procurement process, formalisation of contracts, contract monitoring, financial management and agreement of final accounts.

To provide a cost monitoring and forecasting service in respect of all building related projects undertaken by the Section, including providing financial statements/cashflow forecasts of monthly and annual expenditure including estimated final project cost forecasts.

To carry out monthly financial valuations of contractor/partner activity; ensuring compliance with contract conditions and financial regulations at all times. To authorise agreed payments for certification.

To determine the validity of financial claims and negotiate and resolve disputes with construction contractors/partners in accordance with relevant processes and any relevant 'Partnership Charter'.

To develop and maintain all manual and computerised systems required for financial management of all construction projects undertaken by the Section; to assist in the interrogation of the database to identify properties to be included in works programmes and the scope of the works to be undertaken, and to offer advice to tenants and key stakeholders regarding historical works undertaken, works currently in progress, and works planned in the short to medium term.

To complete annual and periodic monitoring forms and produce performance information as required relating to financial activity.
To liaise with senior representatives of partners and contractors to ensure that performance targets for the Section and appointed partners are consistently achieved relating to the procurement of contracts and financial administration of the same, along with budgetary control.
To liaise with relevant officers within the Council to establish project requirements and provide advice and assistance on contractual and financial matters in respect of construction projects, including attending relevant meetings with colleagues and officer working groups etc., as required.
Any other duties falling within the remit of the post as may be required by the Team Leader – Major Projects.

Key tasks and responsibilities – corporate
Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

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<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
Employee signature:		Date:	