

Person Specification

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

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Leadership Level 3
	Assessment
Making effective decisions	Application Form / Interview
Collaborating and partnering	Application Form
Delivering value for money	Application Form / Interview
Managing a quality service	Application Form

Skills	Essential / Desirable	Assessment
Numeracy.	Essential	Application Form / Test
Highly computer literate, and excellent IT skills (PC and tablet) and be proficient in the use of associated software e.g. MS Word, Excel and databases.	Essential	Application Form / Test
Ability to interpret and understand building/refurbishment contracts including developing clear and robust tender documentation aligned to the Council's Contract Procedure Rules.	Essential	Application Form
Excellent communication, presentation, negotiation and dispute resolution skills – verbal and written.	Essential	Application Form
Be self-motivated and able to use own initiative to organise workload without close supervision to meet required deadlines.	Essential	Application Form

Knowledge	Essential / Desirable	Assessment
Building, construction and procurement practice, including EU Procurement Directives.	Essential	Application Form / Interview
Legislation and Regulations relating Building/refurbishment/construction e.g. Building Regulations.	Essential	Application Form / Interview

Knowledge of a range of procurement methods and contract forms.	Essential	Application Form / Interview
Knowledge of PPC 2000 and/or other forms of partnering contract.	Desirable	Application Form

Experience	Essential / Desirable	Assessment
Previous quantity surveying and financial management experience on a wide range of construction projects.	Essential	Application Form / Interview
Experience of working on a range of procurement methods and contract forms.	Essential	Application Form / Interview
Working in partnership; procurement and use of frameworks.	Desirable	Application Form
Mobile working including use of hand held technology/tablet in relation to electronic collection of data on site (for automatic download to database).	Desirable	Application Form

Qualifications	Essential / Desirable	Evidence
Minimum BSc in Quantity Surveying.	Essential	Certificate
Membership of CIOB or RICS or working towards such membership.	Desirable	Certificate
Microsoft Excel and/or database/ spreadsheet related qualification.	Desirable	Certificate

Additional information / other requirements of the post
- The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks. - The postholder may be required to work out of normal working hours / attend evening meetings / work weekends and / or bank holidays at times as part of their role - The post involves working in an office environment and outside across the district. - The postholder must be able to undertake visits to construction sites which could involve the use of a ladder, and traversing uneven ground.

Date produced / last amended
May 2024

Equality Act 2010
<i>The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.</i> <i>If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</i>