



<b>Job Title:</b>	Quantity Surveyor
<b>Grade:</b>	Grade 8
<b>Section:</b>	Technical Services
<b>Reports to:</b>	Senior Quantity Surveyor
<b>Responsible for:</b>	None

### The Job

Is to:

- directly provide a technical end to end process from inception to final completion of building operations, including preparation and agreement of final accounts, Bill of Quantities (BoQ), Tender preparation, contract preparation, implementation, execution and producing accurate Cost Plans, ensuring financially viable outcomes are achieved.

### The Bigger Picture

You will:

- provide support in all aspects of estimating and surveying, cost forecasting, frameworks, suitable contract awareness, evaluating claims arising from contracts, monitor performance trends and a knowledge of electronic tendering reporting to senior managers;
- directly provide financial viability of all project works;
- provide accurate, competitive, analytical estimates and tenders of designated works and projects, ensuring value for money and compliance with deadlines;
- assist in the delivery of specific operational project plans and policies that deliver a high quality and cost effective reactive, planned maintenance and new installations service, under the direction of senior management;
- be responsible for undertaking specific estimating and surveying activities that deliver a high quality and cost effective maintenance and new installations direct service, plus performance function;
- be responsible for assisting in the preparation, management and control of devolved budgets including the daily management of all related new computer systems, ensuring effective implementation of procedures;
- be responsible for assisting with control of agreed systems and procedures, to ensure that objectives are achieved on a financially viable and competitive basis;
- directly ensure that competitive standards and quality of estimating and surveying are delivered; and

- undertake any other duties commensurate with the overall purpose of the job and the grade.

## The Day to Day

You will:

- prepare estimates from BoQ's, drawings, specifications and / or on site inspection and measurement;
- estimate works to achieve optimum output and ensure profitability including correct allocation of materials and subcontractors including the requirements of a direct labour force. Submit accurate final accounts at the end of a project;
- assume personal responsibility for the preparation, technical and qualitative outputs of any project, schedule of rates, productivity and salary schemes, supervision and monitoring of work carried out by subcontractors and provide regular valuations and cost to completes on all projects including agreeing subcontractor final accounts;
- provide support to management in the regular review, maintenance, improvement and control of the salary schemes and linked productivity outcomes;
- provide guidance and support to teams of staff in the control of allocated budgets;
- undertake negotiations and deliver effective contact with internal and external commissioners of construction maintenance and improvement projects and determine final tender levels as required;
- provide monitoring and reporting data for financial results and performance;
- be responsible for assisting with the production, implementation and control of effective and efficient manual and computerised record systems and procedures;
- be aware of current Health & Safety Legislation and working practices for works associated with property maintenance and improvement including aspects of major refurbishment and construction of Independent Living Schemes, residential new build and environmental works;
- be competent and confident in using standard business computer software packages including, but not limited to, Spreadsheets, Databases, Estimating / Surveying and Project Management;
- ensure that an active contribution is personally provided to support a full training programme being developed and maintained in all technical disciplines, as directed by senior managers, that fulfil WDH technical requirements to fully comply with all current Regulations, Codes of Practice and Legislation Acts;
- prepare and aid in the delivery of, agreed performance targets that contribute to team plans, and deliver quality outcomes within set budgets. Set targets based on B of Q's, plans and specifications plus site measurement, all under the direction of senior managers;
- have knowledge of WDH's Corporate Plan and promote the values of the organisation at all times;
- contribute to team plans, within the corporate, strategic and business planning processes of WDH and the Service Area;
- contribute to new ways of working through partnership and consultative arrangements;

- undertake specific project management initiatives as required relating to policy or service initiatives;
- have an awareness of appropriate legislation and statutory requirements;
- undertake effective communications at all times throughout all levels of the organisation and externally to promote positively the work of WDH; and
- promote health and safety awareness to ensure safe working environments in accordance with the WDH health and safety policies and procedures and undertake risk assessments as required.

### **Personal Contacts:**

**Internal:** WDH employees at all levels of the organisation.

**External:** Stakeholders / Tenants, Suppliers, Manufacturers, Contractors / Sub-Contractors, Specialist Contractors, Statutory Bodies, Design Consultants, and so on.

## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post. WDH principles reflect behaviour patterns, which distinguish highly effective performance in a role. There are nine behavioural indicators, which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

<b>Personal Skill Characteristics</b>	<b>Essential (Tick)</b>	<b>Desirable (Tick)</b>	<b>Method of Assessment (Code list below)</b>
<b>Qualifications and Training</b>			
A qualification at Level 4 of the Regulated Qualifications Framework, such as an HNC, Award, Certificate or Diploma at level 4 or equivalent in a construction related subject.	✓		AF / CQ
Membership of an appropriate professional body		✓	AF / CQ

<b>Determination</b>			
Experience of highly effective communication skills to people, managers, tenants and stakeholders.	✓		AF / I
Experience in establishing effective performance measures and operating a performance management culture that has returned continuous improvements and service objectives.	✓		AF / I
Effective organisational management and staff development practices and procedures.	✓		AF / I
Self- motivated, being able to respond effectively to working under pressure to meet all required deadlines	✓		AF / I
Must be an accomplished communicator, negotiator and motivator.	✓		AF / I
Ability to organise and prioritise work.	✓		AF / I

<b>Nous</b>			
Good financial understanding in relation to provision of a technical estimating service including preparation and agreement of final accounts.	✓		AF / I
Proven track record in estimating and surveying, cost forecasting, frameworks, suitable contract awareness, evaluating claims arising from contracts, monitor performance trends.	✓		AF / I
Experience of working with a computerised management system and of monitoring and controlling work processes and procedures. Have	✓		AF / I

an understanding of electronic procurement systems			
Significant experience in managing and controlling budget provisions of over £1 million.	✓		AF / I
Ability to operate within a regulatory environment.	✓		AF / I
Experience of working with a Direct Labour force, sub-contractors and stakeholders.	✓		AF / I
An understanding of the current issues facing the provision of social housing		✓	AF / I

<b>Attitude</b>			
Ability to complete a full range of technical duties with a flexible approach to cross section working.	✓		AF / I
Effective team player	✓		AF / I
Have commitment to staff development initiatives.	✓		AF / I
High standards of personal and professional integrity	✓		AF / I
Commitment to equal opportunities	✓		AF / I
Empathy with the social aims and values of the organisation	✓		AF / I
Commitment to quality customer service and continuous improvement	✓		AF / I
Experience of working within a customer focused environment.		✓	AF / I

<b>Additional Requirements of the Role</b>			
Valid UK driving licence with daily access to a vehicle in order to travel throughout the district and to other locations as required by the business.	✓		AF / CQ
Attend out of hour meetings and emergencies.	✓		I
The post holder may be required to work outside normal office hours on occasion	✓		I

**Key**

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification