

Job Description

Assistant Quantity Surveyor
<p>Grades: S01 – P1</p> <p>Hours: 37 Hours this is available in part time, term-time working patterns. Flexible working options are available</p>

Overall purpose of the job

The Assistant Quantity Surveyor will provide commercial support to the delivery of a range of highways services including cyclic maintenance and improvement schemes. The roles will entail reviewing contractor pricing and checking for adherence to the contract and ensuring the application of the correct rates and agreed prices. The role will provide the client cost assurance expertise seeking to establish benchmark cost data and drive efficiency and demonstrable value for money.

Working across Place & Sustainability on the main New Engineering Contract (NEC) forms of contract for the delivery of Highways and Transport services in Cambridgeshire.

Through collaborative working the suppliers aim to deliver efficiencies for all the authorities within the partnership. This post will therefore be responsible for the identification and oversight of collaborative opportunities, facilitation of project groups, and leading and driving forward efficiencies. The role will also seek efficiencies through collaboration.

Main accountabilities

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1.	<p>Commercial Management</p> <p>Assure target cost and budget estimate requests on the NEC Contracts within the Highways and Transport service – check that adequate works information is provided and that the estimates are returned within contract timescales. Work with internal and external colleagues to ensure consistency in service information, target costs and budget estimates. Check take offs and quantities and item coverage are correct for the activity to be carried out, check the rates and build up are correct back to the contract, including fees and uplifts.</p> <p>Advise the team on the status of target costs and whether they are contractually and commercially compliant. Interrogate the costs management systems for both the client and contractors, ensuring compliance with prime records. Use of works order management systems is a must and commercial awareness when carrying out these activities. Build-up of rates and schedule of rates, first principles for pricing and checking value for money for the Council.</p>

2.	<p>Contract Management</p> <p>Provide guidance on the NEC form of Contract with particular emphasis of change management for the contracts and frameworks, we have in place. Support new staff members in the workings of</p>
	<p>the NEC form of contract and how to apply these to delivery of works and commercial requirements set by these contracts.</p> <p>Provide support to the teams on commercial and contractual matters. Attend meetings with officers and contractors, offer guidance and support to the teams throughout Place & Sustainability who commission works through the NEC forms of contract and frameworks. Support officers and teams on commercial and contractual matters, provide one to one support, attend meetings.</p>
3.	<p>Change Management & Communications</p> <p>Check programme allowances and advise on productivity expectations. Ensure the programme for the task order is fit for purpose, that the programmes are realistic and affordable. Check risks have been accounted for that could affect programme and price, in risk registers.</p> <p>Follow NEC commercial communication protocols seeking advice from the Quantity Surveyor or Commercial Manager where required.</p>
4.	<p>Performance and Financial Management</p> <p>Check programme allowances and advise on productivity expectations. Ensure the programme for the task order is fit for purpose, that the programmes are realistic and affordable. Check risks have been accounted for that could affect programme and price, in risk registers.</p> <p>Review claims for payment and provide advice on contractual matters such compensation events, in accordance with NEC forms of contract. Check back up information is provided, checked back to prime accounts and sub-contractors' records, on an open book basis.</p> <p>Review cost data and build a library of benchmark costs, in the form of a rates register for the contracts. Ensure we track rates and defined costs for providing the service, ensure rates are competitive in the open market.</p>
5.	<p>People Management</p> <p>Provide support for our project management community to make the right commercial decisions.</p> <p>Support our apprenticeship programme and share knowledge.</p> <p>Manage expectations of other when prioritising business critical tasks.</p>

6.	Equality, Diversity and Inclusion	Demonstrate an awareness and understanding of equality, diversity and inclusion.
Person Specification		

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Working towards HNC in Civil Engineering, or quantity surveying or construction management or equivalent experience		Essential
Degree-qualified or equivalent in civil engineering, quantity surveying or construction management		Desirable
Relevant professional status, RICS, ICE, CIHT or relevant industry		Desirable
CSCS card, CITB accredited		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Method of Measurement	Knowledge and experience with Method of Measurements especially highways based.	Essential
Organisational	Keen to pursue personal development needs and maintain up-to-date knowledge	Essential
Skills		
Ability to use a range of IT packages including Microsoft Office and bespoke packages	Excel, word, PowerBI, etc. Works order management systems such as Causeway, Confirm, Insight or equivalent. Cemar.	Essential
High level of attention to detail and confidence to challenge commercial contract matters.	Target costs, compensation event and claims.	Essential
Communication	Excellent communication skills, both oral & written	Essential
Organisational	Good organisational skills and the ability to prioritise to meet deadlines.	Essential
Experience		
Negotiation	Negotiations and ability to apply those industry experience internally, externally & with supply chain partners.	Desirable

Collaboration	Positive attitude always and the ability to integrate and play active part in the Construction Team on commercial matters.	Essential
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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