

Job Description

Job Title: Construction Cost Manager

POSCODE: CCC1918

Grade: P3

Overall purpose of the job

To provide construction cost management for the delivery of the Highway programme, circa £80m per annum.

To ensure a quality assurance and Value for Money attainment throughout all stages of the delivery of Highway works.

To ensure that project scoping, options appraisal and feasibilities are not overly engineered and look to meet the government construction agenda and deliver innovative cost effectiveness to the Council.

Main accountabilities

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1.	<p>Capital Budgets</p> <p>Develop budget forecasts, monitor activity spend, maintain appropriate records and complete all relevant financial monitoring returns in accordance with financial regulations and BSI 9001 certification.</p> <p>Advise; prepare information/management reports for Councillors, Assistant Director, line manager, project boards, capital finance for monitoring and others as required to enable critical decisions to be made in respect of stop/go decisions on capital strategy.</p>
2.	<p>Capital Cost Review Benchmarking</p> <p>Undertake the Council's capital cost review benchmarking against national and regional surveys providing reports to Highway Commission Manager and Projects Managers to assist in future strategy for project delivery and to assist in building future saving recommendations.</p> <p>Commercial assessment, review and evaluation of previous consultant and contractor partnership framework at tender along with Employers Agent/PM and design & build contractor framework submissions based on best value for preliminaries, overhead & profit, design risk and design fees. For NEC forms of Contract.</p>
3.	<p>Highways and Transport Programme</p> <p>Co-ordinate and manage the development, production, publication and maintenance of the annual programmes of work such as an annual plan, via the business planning process with Finance through a detailed assessment, analysis and understanding of infrastructure requirements.</p> <p>Develop and produce initial outturn forecast cost estimates, production and updating of budgets and forecast spend profiles, for the Assistant Director and Councillor approval.</p>

4.	<p>Cost Estimates</p> <p>Assess, critique and challenge consultants / contractors cost estimates and claims and payments, ensure robust target costs are set based on continuous improvement and lessons learned. Including rate reviews, inflation and value for money.</p> <p>Ensuring the delivery of quality assured cost estimates produced by external cost management services for design proposals provide a well-balanced cost-effective solutions and are carried out to RICS standards. Within the extents of the relevant contracts such as NEC, TSC and ECC, industry standards and methods of measurement.</p>
5.	<p>Site Acquisition Schedules</p> <p>Responsibility for the production of programme for schemes and productivity ratios are met, mentoring and training other team members, ensuring they are achieving the best financial outcome for the Client.</p>
6.	<p>Project Final Accounts</p> <p>Accountable for the agreement and approval of all project final accounts as required under the relevant framework agreement/procurement method for contractors and consultants.</p> <p>Make necessary recommendations and justifications to settlement of claims and prolongation costs with service clients, including compensation events.</p>
7.	<p>Project Management</p> <p>Undertake works/projects in the role of a Project Manager maintaining direct knowledge and experience of the current market supporting the VFM agenda using information to lead on the benchmarking process.</p>
8.	<p>Equality, Diversity and Inclusion</p> <p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree in Quantity Surveying/ RICS	Quantity Surveying	Essential
Certificate in Construction Project Management	Construction project management	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Construction Cost Modelling	Can construct, assess and challenge cost elements of tender bids and ongoing financial management for construction projects	Essential
Construction Market	High level understanding of construction market trends and current costs	Essential
Construction Project Management	Full understanding of the plan of work and how to apply this to a project and programmes	Essential
Skills		
Working together	Respect and value people equally and work together through a shared purpose.	Essential
Integrity	Ownership for outcomes and responsibility for our behaviours.	Essential
Respect	We put people and our communities at the heart of everything we do.	Essential
Excellence	Bravery boldness and curiosity to challenge and innovate.	Essential
Cost Benchmarking	Ability to understand and develop benchmarking data on internal project costs and against Regional and National data	Essential
High level of Computer Literacy	Sound knowledge of software packages: MS Office, MS Project; Databases and Asset Management systems	Essential
Matrix Management	Ability to manage non-direct reports such as design teams and contractors	Essential
Contract Management	Ability to review contractor performance and give constructive feedback	Desirable

Experience		
Construction cost management	Excellent understanding of construction cost structures, to review, challenge and achieve better value for money, in NEC forms of contract	Essential
Project Management	Ability to undertake Capital Construction Projects from conception to delivery, and commercial negotiations on cost/ quality/time.	Essential
Line Management	People/team management, including work prioritisation, development plans and setting SMART objectives in line with the corporate and Clients vision, training and mentoring on commercial matters for Highways and Transportation.	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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