

Job Description

| Quantity Surveyor |
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| Grade: P2 |
| Working Hours: 37 Hours this is available in part time, term-time working patterns. Flexible working options are available |

Overall purpose of the job

To provide Quantity Surveying and estimating services in order to meet the requirements of the County Council and other clients whilst demonstrating value for money. Ensure all costs are recorded and income recovered, annual turnover circa. £80m, individual works orders from £100 to £20m. For NEC Highways and Street Lighting PFI Contracts.

To manage the day-to-day delivery of services to achieve the required quality, cost and programme assurance, to achieve high levels of stakeholder satisfaction. You will interface with internal and external client teams throughout the Council and external clients for third party works.

To manage the financial issues and apply cost control procedures related to the procurement and delivery of the Council's extensive Highways investment programme. Provide professional advice on appropriate procurement routes to obtain best value. The post attracts significant financial responsibility with a requirement to report on the day-to-day financial aspects of capital projects as directed; ensure proper financial monitoring of contractors' cost/price structures as they relate to capital and revenue provisions.

Main accountabilities

| Main accountabilities | |
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| 1 | <p>Commercial Management</p> <p>Provide quantity surveying and estimating services for internal and external works to ensure value for money is achieved with the best use of available resources. To manage the commercial and cost management aspects for the delivery of the programme of investment and planned works.</p> <p>Continually improve target cost and budget estimate assurance processes requested through the NEC Contracts within the Highways and Transport service – provide standards and training that improves works information quality and keep up to date records/logs of day to day tasks to prioritise workload and manage expectations. Approve a sample of final take offs and quantities</p> |

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| | <p>produced by the Assistant Quantity Surveyor, the oversee the build ups are correct back to the contract, including fees and uplifts.</p> <p>Advise the team on the latest guidance, commercial lessons learned and industry best practice. Oversee the costs management systems for both the client and contractors, ensuring compliance with prime records. Oversee the works order management systems and upskill our people with commercial awareness when carrying out these activities. Sign off rate build-up and schedule of rates, promote us of first principles for pricing and checking value for money for the Council.</p> <p>To review the Service Providers and external consultants' valuations and claims and, where necessary, gather and provide records to substantiate cost and demonstrate value. To determine such matters in line with contractual arrangements in place and ensure approved invoices are processed in a timely and organised manner.</p> |
| 2. | <p>Contract Management</p> <p>Ensure works and additional works meet the required targets and monitor internal and external markets to ensure highways and transport activity remains competitive. To accurately measure and value the works undertaken by the operational teams and contractors. You will be accountable for improving service knowledge of relevant commercial standards including the Methods of Measurement for Highway works.</p> <p>Ensure the team and wider Highways and Transportation directorate have the up to date tools and guidance on the NEC form of Contract including core system management of change control for the contracts and frameworks we have in place. Advise and guide new staff members in the workings of the NEC form of contract and how to apply these to delivery of works and commercial requirements set by these contracts. Ensure the Commercial team are provided with the relevant training and case history including industry knowledge and exposure of a range or different contracts. Seek ways to share examples and knowledge through scenariobased lessons learned.</p> <p>Set standards and guide officers and provide a framework to support the teams on commercial and contractual matters. Lead meetings with officers and contractors, provide direction and guidance to the teams throughout Place & Sustainability who commission works through the NEC forms of contract and frameworks. Provide support to Assistant Quantity Surveyors and Project Managers as a point of escalation for disputed matters, attend and lead meetings and provide training or presentations where required.</p> |

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| 3. | <p>Change Management</p> <p>Assist in the cost-effective delivery of highway services and monitor their effect on highway budgets</p> <p>Assure samples of programme allowances and advise on productivity expectations matrix across the Highways and Transportation programme. Control assumptions across the programme for risk assurance and costed risk registers for all fee proposals and target costs.</p> <p>Follow and promote the importance of NEC commercial communication protocols seeking advice from the Commercial Manager where required.</p> |
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| 4. | <p>Performance and Financial Management</p> <p>Ensure that programmes are fit for purpose, realistic and affordable through checking and approval processes/quality control. Check risks have been accounted for that could affect programme and price, promote the use of quantified risk registers with the right levels of optimism bias.</p> <p>Check and assure claims for payment and provide advice on complex contractual matters such high value compensation events, in accordance with NEC forms of contract. Assure the quality of backup information provided and run a drumbeat of forecast payments and a look back at payments to supply chain. This will include a check and challenge process for Assistant Quantity Surveyor assurance before returning formal correspondence to the contractors/suppliers.</p> <p>Oversee all cost data and structure a library of benchmark costs for the wider team to use and maintain, in the form of a rates register for the various contracts. Maintain an environment where the team can track rates and defined costs for providing the service, ensure rates are competitive in the open market.</p> <p>To provide commercial and cost management support to the procurement, operations and planning teams.</p> <p>To prepare and monitor the submission and approval of design, specification and cost estimates information provided by the Service Providers, sub-contractors and suppliers, for ITTs.</p> |

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| 6. | <p>People 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. Advise and guide new staff members in their workings of the NEC forms of contract and how to apply these to delivery of works and commercial requirements set by these contracts.</p> <p>Guide officers and 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 and Sustainability who commission works through the NEC forms of contract and frameworks. Guide officers and support the teams on commercial and contractual matters, provide one to one support, attend meetings and provide training or presentations where required.</p> <p>Provide the necessary training and contract documents for those accessing the contract.</p> <p>Demonstrate an awareness and understanding of equality, diversity, and inclusion in your everyday working practices and behaviours.</p> |
| 7. | <p>Supporting Service Management</p> <p>To work with Service Providers to minimise the costs of the service and enhance value for money, while still achieving the required service standards and quality. To work with the project management team to manage consultants, contractors, and their supply chain. To develop and maintain suitable methodologies to measure productivity and implement incentivisation schemes.</p> <p>To identify and make suitable recommendations on the need for other professional services and working with procurement to oversee arrangements for such appointments. To understand and respect the needs of the end user in respect of highway improvement and maintenance works.</p> |
| 8. | <p>To have a knowledge and understanding of the implications of health and safety regulations and CDM.</p> |
| 9. | <p>Demonstrate an awareness and understanding of equality, diversity and inclusion.</p> |

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

| Qualifications Required | Subject | Essential/ Desirable |
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| HNC or degree | Quantity Surveying | Essential |
| 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 | | |
| Extensive knowledge of effective cost management of highway works | Quantity surveying and estimating experience within a Highways / civil engineering setting. | Essential |
| Detailed knowledge of NEC forms of contract and current regulations and safe practices. | Use of NEC contracts and disputes within a Highways / civil engineering setting. | Essential |
| Influencing | Knowledge of ways to influence others whether it be client officers to implement commercial practices or contract process, or influencing suppliers / contractors within significant commercial negotiations. | Essential |
| Strategy planning for dispute avoidance | Knowledge of various dispute avoidance options, capable of mapping up various routes to dispute resolution and capable of explaining each to senior leadership. | Essential |
| Industry knowledge | Knowledge of how highway projects are constructed and services are provided. Understanding of construction methodology and risk management within the sector. | Essential |
| Experience of contract administration | Knowledge of NEC forms of contract, use of systems and templates and logs. Understanding the implications of NEC contract management and the interfaces with risk management. | Essential |
| Skills | | |
| Commercial awareness | Quantity surveying in a highways setting, understanding the core links between contract management and commercial implications. | Essential |

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| Use of IT cost/ estimating packages | Use of financial systems | Essential |
| Good judgement and decision making | Examples of the extent or complexity of projects worked on. Understanding of the consequences of action and inaction commercially and the impact of proposals/decisions on reputation, budgets, setting precedence and relationships. | Essential |
| Good written and reporting skills | Ability to write technical papers in a way that is easy for others to understand. Ability to ensure that the wider highways community understands the core messaging and enables changing behaviours. | Essential |
| Communication | Ability to adapt communication style to enable successful outcomes. | Essential |
| Experience | | |
| Experience in a similar role | Working independently on cost management for highways works whilst supervising and advising others. Having experience in a highways setting with the ability to draw on experience of disputes and being able to explain a position being taken. Experience of overseeing the day to day systems and processes and making recommendations to the Commercial Manager as to how we can continually develop the commercial services we provide. | 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. | |
| Safeguarding (include for roles working with children/vulnerable adults) | Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | |

Disclosure level

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

Work type

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| 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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