

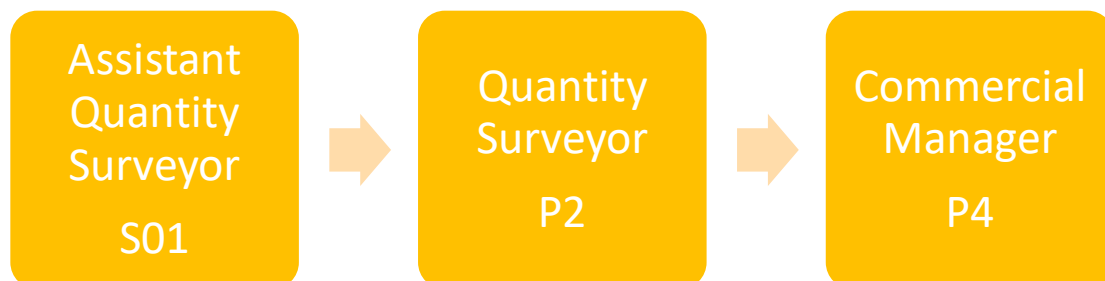
JOB DESCRIPTION	
Job Titles:	Contracts and Commissioning Team - <ul style="list-style-type: none"> • Assistant Quantity Surveyor • Quantity Surveyor • Commercial Manager
Directorate:	Place and Sustainability
Service:	Project Delivery
Reports to:	Group Manager, Contract and Commissioning
Grade:	Varies depending on job role, qualifications, and experience. S01 – P4
Hours:	37 [Part Time] [Term Time]

Career Progression Pathway – Commercial

The Commercial Career Progression Scheme promotes development within our Project Delivery team whether you are developing as an Assistant Quantity Surveyor or whether you are an experienced Commercial Manager. The career progression allows for landmarks to be met in both academic achievement and on the job experience, in turn, our salary pay grades correspond with each successfully achieved step. Where opportunities arise, you can aspire to become part of the management team and lead teams of the future on some of the region's most exciting infrastructure projects.

- [Assistant Quantity Surveyor Job Description and Person Specification](#)
- [Quantity Surveyor Job Description and Person Specification](#)
- [Commercial Manager Job Description and Person Specification](#)
- [Progression Pathway](#)

Entry Level (Assistant Quantity Surveyor) with the opportunity to progress through to Quantity Surveyor should the candidate attain the required technical and practical experience. The following doesn't apply to the yearly pay progression criteria that Cambridgeshire County Council has in place to reward performance and development.



Job Description

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

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

	Main accountabilities
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.	<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
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.
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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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Job Description

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

Career Progression Pathway – Quantity Surveyor

Entry Level (Assistant Quantity Surveyor) with the opportunity to progress through to Commercial Manager should the candidate attain the required technical and practical experience. The following does not apply to the yearly pay progression criteria that Cambridgeshire County Council has in place to reward performance and development. Progression is dependent on suitable roles being available in the organisation at the appropriate level.

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
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>

	<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 scenario-based 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>
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>

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>
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</p>

	<p>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.	To have a knowledge and understanding of the implications of health and safety regulations and CDM.
9.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

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
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
Use of IT cost/ estimating packages	Use of financial systems	Essential

Good judgement and decision making	<p>Examples of the extent or complexity of projects worked on.</p> <p>Understanding of the consequences of action and inaction commercially and the impact of proposals/decisions on reputation, budgets, setting precedence and relationships.</p>	Essential
Good written and reporting skills	<p>Ability to write technical papers in a way that is easy for others to understand.</p> <p>Ability to ensure that the wider highways community understands the core messaging and enables changing behaviours.</p>	Essential
Communication	Ability to adapt communication style to enable successful outcomes.	Essential
Experience		
Experience in a similar role	<p>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.</p> <p>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.</p>	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

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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Commercial Manager
Grade: P4
Working Hours: 37 Hours this is available in part time, term-time working patterns. Flexible working options are available

Career Progression Pathway – Commercial Manager

Entry Level (Assistant Quantity Surveyor) with the opportunity to progress through to Commercial Manager should the candidate attain the required technical and practical experience. The following does not apply to the yearly pay progression criteria that Cambridgeshire County Council has in place to reward performance and development. Progression is dependent on suitable roles being available in the organisation at the appropriate level.

Overall purpose of the job

This is a key strategic role, supporting the Group Manager Complex Infrastructure by leading on the development and overall delivery of the Highways & Transportation commercial function.

The Commercial Manager works collaboratively across the Highways & Transportation and with major partners and stakeholders to ensure full delivery of our ambitions and provides key advice to officers throughout the directorate.

The post is pivotal in ensuring Highways & Transportation adopts an improved commercially focused culture that enables our front-facing service to achieve and surpass targets through commercial efficiency. This role requires a detailed understanding of how Highways & Transportation spends its money and can apply business thinking to deliver efficiencies and improvement.

You will lead and manage a highly skilled functions to deliver the following activities:

- Highways commercial assurance process
- Digital by default processes and systems
- Contract management advice
- Development of officers and culture change throughout Highways & Transportation
- Team leadership
- Consistent accurate approach to all transactions

Main accountabilities

Main accountabilities	
9.	<p>Commercial Vision and Objectives</p> <p>Support and deputise for the Group Manager Contracts and Commissioning in working with all officers, senior management and suppliers to create a transparent and collaborative environment.</p> <p>Support the Group Manager Complex Infrastructure in providing effective leadership and direction to enable a directorate wide approach that is commercially astute and consistent.</p> <p>Ensure coherence and links across service delivery and service change to ensure the way we deliver our service is aligned to our corporate commercial ambitions and corporate priorities.</p> <p>Work with the corporate Commercial Team to ensure we are aligned with the corporate Commercial Strategy.</p>
10.	<p>Business Analysis</p> <p>Look across our major Highways programmes to ensure value for money is being delivered and a commercial approach to change is being undertaken.</p> <p>Assess Highways & Transportation's approach to business planning and testing new initiatives against value for money, risk, and outcomes.</p> <p>Assess key areas of spend and implementing initiatives and tools to reduce cost and optimise outcomes.</p>
11.	<p>Delivery models</p> <p>Provide trusted expertise and advice on appropriate business solutions and models to achieve maximum value, outcomes and returns.</p> <p>Support senior commissioners and decision makers in developing new models of delivery that improve outcomes, reduce risk exposure and deliver value for money.</p> <p>Be recognised as an expert in NEC contract and commercial management.</p>
12.	<p>Contract Management</p> <p>Provide expert advice to our officers throughout Highways & Transportation.</p> <p>Work alongside key stakeholders to ensure effective contracts are built into the commissioning process as early as possible, with levers that allow for value for money and the delivery of outcomes.</p> <p>Ensure a consistent, thorough and robust approach is taken to measuring and understanding risk across the Highways and Transportation frameworks and contracts.</p>
13.	<p>Acumen development, culture change and partnerships</p> <p>Champion and lead by example the behaviours, critical thinking and innovative approaches required for a more business-like organisation.</p>

14.	<p>Team Leadership</p> <p>Lead and motivate a highly skilled commercial team. Ensure the team remains relevant and at the forefront of practice and knowledge.</p> <p>Use strong mentoring and coaching skills to develop the potential of individuals and build a strong, reliable and trusted team.</p> <p>Provide clear leadership and decision making that enables the knowledge capacity to extend beyond the team and embeds across the organisation.</p> <p>Lead by example to continually review and monitor opportunities for commercialisation of the team and its activities. This includes horizon scanning, sector awareness and modelling good practice.</p>
8.	<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 or equivalent experience	Any relevant subject	Essential
Relevant professional qualification or membership	Any relevant subject	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Managing and influencing organisational / cultural change	Knowledge of approaches to achieve broad skills development and cultural change	Essential
Knowledge of aspects of the procurement cycle	Detailed knowledge of the procurement cycles (including service re-design, commissioning and NEC contract management)	Essential
Alternate Delivery Models	Strong understanding of the benefits of applying new delivery models to a range of council services / products	Essential
Commercial acumen Business analysis	Strong understanding of commercial practices, tools, techniques and approach and how these can be embedded into processes and organisational culture	Essential
Political and Environmental Awareness	An awareness of the environment a local authority works within and the challenges and opportunities currently facing it and the needs of its customers	Essential
Skills		
Influencing	Ability to engage successfully across a range of stakeholders to achieve desired outcomes.	Essential
Judgement, decision making and negotiation	Demonstrable experience of sound judgement, awareness of external environment and astuteness. Able to constructively challenge and substantiate decisions. Able to negotiate positively.	Essential
Strategic Thinking	Clarity of thought, ability to think and translate ideation into realised benefits across organisational and functional boundaries.	Essential

Risk Awareness	Understanding and application of risk protocols commensurate to the activity. Able to bring in relevant risk appetite to achieve outcomes	Essential
Resilience	Strong ownership and self-belief to confidently overcome barriers and explain principles and decisions to a broad range of stakeholders	Essential
Communication	Excellent communication skills – verbal, written, active listening – and the ability to adapt style as needed	Essential
Market and customer focus	Clear understanding of the need to engage and reflect the needs of customers and the wider marketplace.	Essential
Experience		
Leadership and management	Proven experience of leading, inspiring, motivating, influencing and managing performance of a team.	Essential
Commercialisation	Evidence of having developed commercial opportunities, models and activities. Demonstrable strong record in achieving ambitious targets across income generation, cost reductions and commercial efficiency Strong and relevant experience and understanding of private sector approaches.	Essential
Relationship Management	Experience of developing strong, effective and beneficial relationships both internal and external to the organisation	Essential
Financial Management	Significant sound knowledge of commercial and public sector financial models. Successful management of complex budgets and meeting or exceeding financial targets.	Essential

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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Progression Scheme Pathway

Assistant Quantity Surveyor – Commercial Manager Project Delivery

Grades: Assistant Quantity Surveyor Grade S01 – P1 / Quantity Surveyor Grade P2 / Commercial Manager P4

Assistant Quantity Surveyor		
Criteria reference	Criteria description	Grade
AQS1	<p>Working towards or seeking to commence a Quantity Surveying and/or Civil Engineering qualification.</p> <p>Demonstrates awareness of:</p> <ul style="list-style-type: none"> - NEC Contracts - Method of measurement - Estimating first principles - Change control under NEC - General finance/payment process - Core values and behaviours - Assurance of each project stage 	S01
AQS2	<p>Successfully completed first year of qualification.</p> <p>Demonstrates understanding of:</p> <ul style="list-style-type: none"> - NEC Contracts - Method of measurement - Estimating first principles - Change control under NEC - General finance/payment process - Core values and behaviours - Assurance of each project stage 	
AQS3	<p>Successfully completed second year of qualification or equivalent level 4 course.</p> <p>Demonstrates project specific experience of:</p> <ul style="list-style-type: none"> - NEC Contracts - Method of measurement - Estimating first principles - Change control under NEC - General finance/payment process - Core values and behaviours - Assurance of each project stage 	S02
<p><i>To progress to P1, criteria AQS1, AQS2, AQS3 and AQS4 must be met entirely and working towards AQS5.</i></p>		
Criteria reference	Criteria description	Grade
AQS4	<p>Successfully completed third year of qualification or equivalent level 5 course.</p>	P1

	<p>Demonstrates the following attributes:</p> <ul style="list-style-type: none"> - An ability to influence commercial process and efficiency. - Influence team direction and core values and behaviours. - Able to build relationships with supply chain partners to improve service outcomes. - Keen to drive forward a digital by default approach. 	
AQS5	<p>Completed Quantity Surveying and/or Civil Engineering qualification & working toward appropriate professional accreditation.</p> <p>Demonstrates contribution to continual improvement of processes and outcomes relating to three of the following:</p> <ul style="list-style-type: none"> - NEC Contracts - Method of measurement - Estimating first principles - Change control under NEC - General finance/payment process - Core values and behaviours - Assurance of each project stage <p>*Experience must include assurance of a programme of multiple small projects and accountable for assurance on a single complex project.</p>	
<p><i>To progress to P2, criteria APM4, APM5 and PM1 must be met entirely and working towards PM2.</i></p>		
<p style="text-align: center;">Quantity Surveyor</p>		
Criteria reference	Criteria description	Grade
QS1	<p>Completed Quantity Surveying and/or Civil Engineering qualification or a relevant discipline, or relevant experience. Achieved membership of an appropriate professional institution.</p> <p>Demonstrates detailed working understanding, knowledge and experience* of all of the following:</p> <ul style="list-style-type: none"> - NEC Contracts - Method of measurement - Estimating first principles - Change control under NEC - General finance/payment process - Core values and behaviours - Assurance of each project stage 	P2

	**Experience must include assurance of a programme of multiple medium sized projects and accountable for assurance on a multiple complex project.	
QS2	<p>Completed appropriate Quantity Surveying accreditation course</p> <p>Demonstrates the following attributes:</p> <ul style="list-style-type: none"> - Contributing to the development of others. - Sharing learning throughout Project Delivery - Able to adapt communication style. Coordinates customer/stakeholder engagement with successful outcomes - Capable of interpreting complex reports and technical documentation relating to design and construction concepts when assuring cost. 	
<i>To progress to P4 criteria AQS1-5 and QS1-2 must be met entirely and working towards CM1.</i>		
Commercial Manager		
Criteria reference	Criteria description	Grade
CM1	<p>Demonstrates the following attributes:</p> <ul style="list-style-type: none"> - Fully understands the NEC form of contract including pricing options, differences in NEC 3 and 4 and the commercial differences between each. - Able to assure technically complex project finances, target costs, defined cost and quantum. - Keen to develop others and enable exposure of challenging packages of work throughout the wider team, sharing skills and experience. - Able to run regular workshops with the wider Highways & Transport team upskilling officers regarding commercial and contract matters. - Maintain a structured approach to resource management and task management, developing key communication channels from client stakeholders through to supply chain partners. 	P4