

Service	Neighbourhood Services and Infrastructure
Head of Service Area	Property, Asset Management and Facilities
Service Manager Area	Property and Capital Projects
Job Title	Senior Quantity Surveyor
Location	School Place Offices, Kirkwall
Reporting To	Team Manager Projects
Grade	J
Job Evaluation	A4614
Competency Band	C2

Job Purpose

This is a pivotal role which requires a highly experienced Professional with quantity surveying and project management skills. To be responsible for the execution and allocation of projects, from inception to completion by carrying out the full range of professional duties associated with undertaking capital projects including client meetings, programme management, procurement, cost reviews, payments, valuations, variations, order placing, enquiries, preparation of cost/value reconciliation's, contract and contractor reviews.

The Senior Quantity Surveyor will plan, manage and deliver a wide range of capital and revenue projects and commissions, as allocated by the Service Manager Property and Capital Programme and/or delegate, ensuring programme, customer care, budgetary control, specification and safety requirements are met. Commissions will include the provision of specialist advice, as a link officer, on development matters to other service areas of the Council, such as Orkney Health and Care, Enterprise and Sustainable Regeneration, Education, Leisure and Housing, and Strategy Performance and Business Solutions. To ensure that all works are undertaken in accordance with relevant Council Financial Regulations, Contract Standing Orders, Health, Safety and Welfare legislation and within the Council's Health and Safety Policy.

Job Specific Duties and Responsibilities

Quantity Surveyor Role

Carry out the full range of professional quantity surveying duties and project management for Capital projects including client meetings, cost review, payments, valuations, variations, order placing, enquiries and preparation of cost/value reconciliations.

Responsible for the procurement of contract works including the preparation and issuing of

tenders, estimating works, obtaining necessary contract tenders, cost plan preparation, providing management with tender reports, and complete tender documents.

Advise on the selection of suitable tenderers, checking tender submissions, advising and negotiating on errors and qualifications and preparing report on tenders with appropriate recommendations.

Advising on procurement and contractual arrangements, insurance, warranties and bonds, preparing tenders and contract documentation and advising on the use of standard and non-standard forms of contract.

Negotiating with contractors including any variations, carrying out monthly valuations on site and negotiating and settling final accounts.

Assist with preparation of condition, suitability and sufficiency assessments by providing backup information on any works previously undertaken.

Prepare capital and revenue based estimated costs which create the basis for a Capital Appraisal application.

Fully accountable for all aspects of financial management of all projects and works under your control.

Support the Service Manager Property and Capital Programme in managing the Council's corporate budget for property repairs and maintenance and provide a facilities management service for the Council.

Identify potential Health and Safety issues in advance and advise the relevant Surveyor where asbestos surveys may be required prior to undertaking any works which may have an impact on Health and Safety and legislation.

Feedback on the Asset register any works undertaken which will impact future planned works such as asbestos removals, to allow surveys and future plans to be updated.

Identify opportunities to reduce the Council's utility costs and liaise with the Council's Team Manager Energy over the benefits of such works. Be aware of and participate in the Carbon Management Plan and its impact on property, apply CMP goals to property surveys.

Operate with the minimum of supervision and share responsibility for surveying support to other surveyors.

Undertake such general duties and relevant training within Property, Asset Management and Facilities, as may be required by the Service Manager Property and Capital Programme, Corporate Director and Head of Property, Asset Management and Facilities.

Project Management Role

Assist the Service Manager Property and Capital Programme in commissioning the Council's current capital construction projects.

The postholder will manage the design of construction projects and programmes ensuring that technical standards, specifications and contracts are kept up-to-date.

As identified by clients and commissioned, assess project feasibility through the capital project appraisal system and other service procedures. This can include specialist buildings assessment, for example, in sustainable technologies. The development of working briefs for consultants is also required. Such projects and programmes of work can range in value from a few thousand pounds to a number of millions.

Liaise and provide the relevant reports to funders, internal clients, senior Council management, external clients, contractors etc.

Undertake project management and oversight of a range of Capital Improvement Programme projects and provide advice regarding developing pipeline projects for capital

appraisal into the future capital plan programme.

Ensure that all works, including maintenance works to existing buildings are incorporated within the project programming.

Undertake necessary and existing Capital Improvement Projects.

Application of the Construction, Design and Management (CDM) regulations for projects undertaken. Health and Safety at Work considerations generally are an important factor in the work of all construction projects, for example the programming and management of contracts in schools.

As commissioned, provide contract and construction management advice to other Service areas of the Council. This will include providing design and financial information and advice for the capital project appraisal system. Preparing specification and technical criteria for feasibility studies for the Council.

Undertaking post contract and contractor reviews in conjunction with the Service Manager Property and Capital Programme, providing the necessary information for the final reports as required.

Keeping up-to-date with legislation relevant to construction and procurement and providing advice regarding the implications.

General Duties and Responsibilities

Working Environment

The post holder will be mainly office based/indoors and required to travel between locations on the Orkney mainland and isles sites. There will be exposure to hazards of building site works in all weather conditions although Health and Safety training and protective clothing and/or equipment is provided.

The post holder must be able to assess Health and Safety risks, to minimise impact on themselves as well as the health of others while undertaking surveys and other site operations (eg asbestos surveys).

Communication

Represent the Service at meetings with other Council Services, Consultants, Contractors, and Community Councils/Groups, commercial undertakings and the public and act for the Service Manager Property and Capital Programme in their absence. In doing so, develop and maintain high standards of “customer care” in promoting the services provided by the Service.

Provide advice regarding the relevant capital programme construction projects to the Heads of Service and Corporate Director as and when required.

Responsibility for Employees

Direct line management responsibility for at least one staff member as well as management responsibility for external consultants. The post holder will identify training needs through Employee Good Conversations and one to ones in accordance with Council HR policies. In addition will also be involved with supervising the works of other employees as directed by senior management.

The post has responsibility for applying the Council HR Policies and Procedures i.e. carrying out the full Sickness Absence process, dealing with disciplinary matters, grievance matters and capability/performance matters.

Jointly responsible for the Health and Safety of contractors, staff and those who could be impacted upon as a result of construction works.

Financial Resources

Fully accountable for all aspects of financial management of all works under your control.

Ensure that the budgets for the assigned projects and commissions are procured, monitored and all payments and income are dealt with in accordance with service procedures and the Council's financial regulations and Contract Standing Orders.

Prepare financial monitoring and contractual issues reports.

Authorised to sign orders and invoices up to a value of £50,000.

Information Systems

The post holder will be required to use a range of computer packages, including Microsoft Office, Ripac billing or equivalent, NBS, Council's time management systems, financial packages and the property database.

Corporate Responsibilities

As an employee of Orkney Islands Council; the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

Criminal Records Checks - please select the relevant option(s)

- ☐ This post does not require a check on criminal conviction history
- ☐ Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- ☒ This post requires a satisfactory Basic Police Act Disclosure check.
- ☐ This post requires a satisfactory Standard Police Act Disclosure check.
- ☐ This post requires a satisfactory Enhanced Police Act Disclosure check.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Children.
- ☐ This post requires PVG Scheme membership in respect of regulated work with Adults.

Significant/Regular demands associated with the Role			
Task	Relevant (please tick) ✓	Task	Relevant (please tick) ✓
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Other (please specify)	

Politically Restricted Post

Yes ☐ No ☒

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

- ☐ General Teaching Council for Scotland (GTCS)
- ☐ Scottish Social Services Council* (SSSC) * or other relevant professional accepted by the SSSC.
- ☐ The Law Society of Scotland
- ☐ The Chartered Institute of Personnel and Development (CIPD)
- ☐ Other, please specify below: _____

Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- ☐ To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- ☐ To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- ☐ To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- ☐ To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- ☐ To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- ☐ To participate in a standby duty rota, for which you can claim standby allowance.
- ☒ To work additional hours depending on the exigencies of the services.

Employee Acceptance of Job Description

Signature: _____ Date: _____

PERSON SPECIFICATION

Service	Neighbourhood Services and Infrastructure		
Head of Service Area	Property, Asset Management and Facilities		
Service Manage Area	Property and Capital Projects		
Post Title	Senior Quantity Surveyor		
Factor	Criteria	Essential / Desirable	How Assessed
Experience	Significant experience as a surveyor.	Essential	Application Form and /or Interview
	Significant post professional qualification experience.	Essential	Application Form and /or Interview
	Relevant experience of project management with recent, demonstrable experience of delivering building projects.	Essential	Application Form and /or Interview
	Extensive technical knowledge of low rise construction, timber frame, traditional and stone properties, along with steel portal frames.	Essential	Application Form and /or Interview
	Experience in a facilities management service.	Essential	Application Form and /or Interview
	Detailed understanding of the Legislation pertaining to construction and how it impacts upon the Council's assets.	Essential	Application Form and /or Interview
	Experience of undertaking property surveys and identifying building defects.	Essential	Application Form and /or Interview
	Good working knowledge of CDM and related matters, along with experience of delivering these services across a range of projects of significant scale and complexity.	Essential	Application Form and /or Interview
	Sound knowledge of project planning and implementation.	Desirable	Application Form and /or Interview
	Working knowledge of financial systems.	Desirable	Application Form and /or Interview
	Good knowledge of local government policies and procedures.	Desirable	Application Form and /or Interview

	Knowledge of Local Government procurement and specifically Public Contracts Scotland.	Desirable	Application Form and /or Interview
	Working knowledge of asbestos surveys and management of asbestos.	Desirable	Application Form and /or Interview
Knowledge	<p>The minimum knowledge required for this role can be evidenced by either:</p> <ul style="list-style-type: none"> • Holding a qualification at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship in Building or Quantity Surveying or other relevant subject. <p><u>or</u></p> <ul style="list-style-type: none"> • Having a minimum of 5 years' previous relevant experience, as detailed in the experience section of this person specification. 	Essential	Application Form
	Full Professional membership of the Royal Institute of Chartered Surveyors (MRICS) or Chartered Membership of Chartered Institute of Building (MCIOB) with a demonstrable track record in relevant professional undertakings.	Desirable	Application Form
	Qualification in Project Management.	Desirable	Application Form
Other Requirements	Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.	Essential	Screening question

Core Competencies – These are the target behaviours the post holder should display (Competencies are Essential criteria and are assessed as part of the interview process)	
Being Customer/client focused	<ul style="list-style-type: none"> • Manages complex customer/client relationships. • Ensures regular contact with customers/clients is maintained until problems are resolved. • Consults on service provision and uses feedback to implement service improvements. • Develops and reviews quality standards for service delivery. • Manages customer/client expectations and conflicting needs.
Working effectively with others	<ul style="list-style-type: none"> • Builds and maintains constructive working relationships with other teams and groups. • Encourages equality and diversity in the workplace. • Treats people at all levels of the organisation with respect and values their abilities and contribution. • Tackles difficult issues of harassment, victimisation and racism in the workplace. • Facilitates open discussions and resolves conflicting views. • Creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.
Managing Change	<ul style="list-style-type: none"> • Helps others to understand and address their concerns about change. • Proactively sells and champions change programmes to others. • Manages major conflict which could prevent changes being implemented. • Asks incisive questions to open up creative thinking and fresh ideas. • Assesses the impact of change and puts measures in place to minimise risk. • Plans the communication of change to explain what is different and what is the same.
Taking ownership and responsibility	<ul style="list-style-type: none"> • Creates a sense of urgency about a situation when deadlines are slipping. • Ensures actions which are down to others take place as necessary and/or expected. • Takes advantage of opportunities to influence future events. • Commits to own continuous improvement. • Is prepared to go beyond what appears to be required in the interests of the organisation. • Motivates individuals and groups to be proactive even when meeting resistance. • Keeps promises and honours commitments.
Communicating effectively	<ul style="list-style-type: none"> • Chairs meetings and facilitates groups effectively. • Conveys difficult messages and gains acceptance. • Diffuses conflict in a constructive and non-threatening manner. • Presents information in a persuasive and convincing manner. • Asserts own opinions and expertise in tough situations. • Is highly self-aware and sociable, buoyant and positive when communicating with others.
Planning and decision making	<ul style="list-style-type: none"> • Goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect. • Balances strict technical interpretation of issues with the need for practical solutions.

	<ul style="list-style-type: none"> • Makes decisions that take account of multiple stakeholders. • Properly considers service cost and resource implications when making judgements. • Makes tough or unpopular decisions when required. • Anticipates future/issues and amends plans accordingly.
Leadership	<ul style="list-style-type: none"> • Motivates and drives teams to achieve service objectives. • Stimulates challenge and constructive debate within the team. • Spots talent and gets the right team together, designs and constructs a team to make best use of member's abilities. • Ensures constructive review takes place rather than apportioning blame. • Leads without interfering, steps back and trusts people. • Reinforces acceptable behaviours and values of the Council. • Takes equal responsibility for the team's success and failures.
Managing performance and developing others	<ul style="list-style-type: none"> • Holds managers accountable for their own and team performance. • Encourages suggestions from managers/people to improve systems and processes. • Ensures managers/people have the appropriate knowledge, skills and experience to deliver results and cope with change. • Actively encourages and helps managers/people realise their potential and career aspirations. • Sets team objectives and instils desire to exceed targets. • Ensures key measures are in place including efficiency and where appropriate productivity.
Political sensitivity	<ul style="list-style-type: none"> • Recognises service/Council wide constraints – what is or is not possible in different circumstances. • Uses service/Council wide relationships to get things done. • Accepts that the political decision-making process of the Council will influence the service. • Demonstrates awareness of political and community issues relating to local government.