

# Senior Quantity Surveyor

Council Offices, School Place, Kirkwall

## At a glance:

**Grade:** J

**Salary:** As per advert

### Allowances:

- Distant Islands Allowance

## Job Purpose:

Work will include planning, managing and delivering a wide range of capital and revenue projects and commissions, as allocated by the Service Manager Property and Capital Programme and/or delegate.

For application support contact [hrsupport@orkney.gov.uk](mailto:hrsupport@orkney.gov.uk) or call **01856 873535 ext.2250**

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## Benefits and Support

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|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata) | Supported to work and earn whilst achieving qualification |
| Local Government Pension Scheme                                                                   | Maternity, Paternity and Sick Pay                         |
| Comprehensive induction process                                                                   | Employee Assistance Programme                             |

## Main Duties and Responsibilities

### Quantity Surveyor

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.

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 and include any variations, carrying out monthly valuations on site and negotiating and settling final accounts.

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

### Project Management

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

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.

Apply 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.

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 and preparing specification and technical criteria for feasibility studies for the Council.

Undertake post contract and contractor reviews in conjunction with the Capital Programme Projects Management Officer, providing the necessary information for the final reports as required.

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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.

Direct supervision for at least one staff member as well as management responsibility for external consultants. In addition will also be involved with supervising the works of other employees as directed by senior management.

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.

## Responsibilities for All

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|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Embody the Council Values of Accountable, Reliable, Considerate and Collaborative. | Participate in team meetings, 1 to 1s, supervision and good conversations process |
| Handle all information in confidence and in line with Data Protection requirements | Comply with the Council Employee Code of Conduct                                  |
| Work safely to prevent risk to yourself and others                                 | Comply with relevant professional body codes of practice/conduct                  |
| Ensure Equality, Diversity and Inclusion                                           | Any other duties appropriate to your grade                                        |
| Undertake mandatory and relevant training and development                          | Where required Support the Council's emergency response                           |

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## Skills and Requirements

### Must have

The minimum knowledge required for this role can be evidenced by either:

Holding a qualification at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship in Quantity Surveying

OR

Having a minimum of 5 years previous relevant experience in the below skills and requirements.

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Significant experience as a surveyor.

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Significant post qualification experience.

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Relevant experience of project management with recent, demonstratable experience of delivering building projects.

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Extensive technical knowledge of low rise construction, timber frame, traditional and stone properties, along with steel portal frames.

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Experience in a facilities management service.

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Detailed understanding of the Legislation pertaining to construction and how it impacts upon the Council's assets.

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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.

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Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

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### Requirements of the Role

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|------------------------------|--------------------------|-------------------------|----------|
| Disclosure/PVG:              | Level 1 Disclosure Check | Convictions to Declare: | Current  |
| Politically Restricted Post: | No                       | Sponsorship:            | Possibly |
| Work Additional Hours:       | Yes                      | Term Time Post:         | No       |