Job Outline

The Highland Council
Comhairle na Gàidhealtachd

Post: Quantity Surveyor
Location: Hybrid working model*
Hours: 35 hours per week
Duration: Permanent
Service: Housing and Property
Grade: HC09 SP 38 - 41 Salary: £46,155.20 - £49,959.00 p.a
Responsible to: Principal Quantity Surveyor
Contact: eilidh.milne8@highland.gov.uk

*This post can be worked in a hybrid model from any of our Hub Offices in Highlands.

Job Purpose : To support the Principal Quantity Surveyor in providing a comprehensive, high quality, cost-effective and efficient Quantity Surveying service encompassing all aspects ranging from feasibility studies through to negotiation of final accounts and post completion analyses.

Job Description – Key Duties and Responsibilities

- Inception and feasibility – liaison with client services and other consultants, advising on procurement options, preparing budget estimates, whole project cost calculations, and cash flow projections.

- Pre-contract cost control – preparing and developing preliminary cost plans, cost advice to design teams on forms of design and construction, monitoring cost implications as design develops, refining cost plans, preparing reports and updating cash flow forecasts.

- Tender and contractual documentation – advising on tendering and contractual arrangements, insurances, warranties and bonds. Preparing tenders and contract documentation and advising on the use of standard and non-standard forms of contract (including Partnering and Framework Agreement solutions).

- Tender selection and appraisal – advising on the selection of suitable tenderers, checking tender submissions, advising and negotiating on errors and qualifications, and preparing reports on tenders with appropriate recommendations.

- Interim valuations – preparing recommendations for interim payments to contractors, sub-contractors and suppliers in accordance with contract requirements.

- Post-contract cost control – valuations of designers' draft instructions and preparing financial statements at specified intervals. Advising on all elements of cost control, liquidated and ascertained damages, VAT assessments, delay/disruptions and ascertainment of loss and/or expense claims.

- Final account – preparation, negotiation and agreement of final accounts.

- Option appraisals – advice on comparative procurement solutions, preparation of estimated costs associated with option appraisal reports/Asset Management Plans, advice on sustainability issues, and preparation of Whole Life Costing reports.

- Statutory compliance – maintain an awareness of Highland Council's policies and objectives and be conversant with the latest Financial Regulations and Statutory Legislation relating to Capital Allocations, Contract Standing Orders, Best Value and other relevant Council guidelines.

- A commitment to Continued Professional Development and an awareness of general construction industry changes in Statutory Legislation would also be a requirement.

- Provide supervisory support and informal training to Quantity Surveying Technician and Graduate Quantity Surveying staff

Other Duties

The postholder may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

Person Specification

The minimum acceptable levels for safe and effective job performance:

- Corporate Member/Fellow of RICS or actively working towards RICS membership with approximately 5 years' post degree QS experience.
- Demonstrate achievement of RICS QS Core Competencies to level 3.
- Experience of cost planning, billing, CAD measurement and cost control computer applications, preferably using Masterbill or CATO software packages
- Good general knowledge of contractual and legislative responsibilities
- Ability to work unsupervised, or as part of a multi-disciplinary team
- Ability to provide supervisory support and training to Quantity Surveying Technicians and Graduate Quantity Surveying staff
- Sound negotiation and communication skills
- Ability to work to deadlines and sometimes under pressure
- You will be expected to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the service.

Ideal Attributes

Ideally you will be able to provide evidence of the following.

- A good working knowledge of alternative approaches to traditional tendering routes, including Partnering or Framework Agreement experience
- Experience of sustainability issues, Facilities Management analyses, input into the preparation of Asset Management Plans, and preparation of Whole Life Costing reports
- A working knowledge of the latest Building Information Modelling software (measurement using 3D modelling) and Earthworks software

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.