**JOB DESCRIPTION - CITY DEVELOPMENT**

**IDENTIFICATION**

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|---|---|---|---|
| Post Title: | Senior Quantity Surveying Technician | Post Ref: | |
| Section: | Capital projects and Cost Management | Grade: | 10 |
| Responsible to: | Senior Manager for Capital Projects and Cost Management | | |
| Responsible for: | QS Technicians and Trainees | | |

**JOB PURPOSE**

To provide a complete range of quantity surveying services to the Council and its service departments and to external public agencies, as directed by the Senior Manager for Capital Projects and Cost Management.

To represent the City Architect on construction projects and maintenance services projects originating in the Division and to ensure compliance with professional standards as appropriate.

**PRINCIPAL WORKING CONTACTS**

Division Management, City Architect, Quantity Surveying Team members and staff that form Architect, Engineers, Mechanical, Electrical and Clerk of Works Teams within the Design and Property Division.

Professional and Technical Staff within the Capital Projects and Cost Management Team, including permanent, temporary and agency staff

Staff at all levels of the City Development Department, together with Client Service Departments, Procurement Team, Finance, Construction Services, other Councils, outside agencies, general public, etc, in relation to work carried out.

Senior Officers of the Council.

**MAIN DUTIES**

Preparation of Contract documentation for all trades of large, medium or complex projects.

Preparation of probable costs.

Site measurement, valuations and preparation of final accounts for all contracts with the minimum amount of supervision.

Assist with preparation of Committee reports, as required.

Represent the Design and Property division on and to outside bodies to secure adequate presentation of the Council's, interests and to ensure that value for money is obtained for any resources provided.

The responsibility, development, co-ordination and implementation of specific duties,

procedures, etc, as may be assigned by the Senior Manager for Capital Projects and Cost Management.

Co-ordination and controlling activities of reporting staff and monitoring their progress against established and agreed objectives as relevant for each project.

Assisting in the maintenance and enforcement of the Division's Health and Safety policies.

Implementation of the Council's policies as relevant to the Division.

Assistance in the formulation of Capital Project and Cost Management policies and ensuring that these complement and contribute to the Division's corporate objectives.

The compliance with all statutory requirements in the fulfilment of their duties.

Roles and responsibilities as defined within the Division's Quality Management System.

Roles and responsibilities as defined within the Division's Environmental Management System.

Represent Capital Projects and Cost Management at Council and other meetings as required.

Deputise for the Quantity Surveying Team colleagues as required.

Carry out additional duties which may include project management, partnering facilitation, quality management, environmental management or other areas of responsibility in regard to the service provided by the Division.

**PROFESSIONAL/TECHNICAL**

Provide Technical and Professional advice to the Department, other Council Departments and external public agencies, as appropriate.

Undertake any relevant duties and responsibilities required by the Division Management, City Architect and the Executive Director of City Development.

**PERSONAL**

Responsible for identifying and undertaking on-going training, including CPD, as required and agreed by the Council and the postholder’s line management.

**OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

# PERSON SPECIFICATION

POST TITLE: Senior Quantity Surveying Technician

DIVISION/DEPARTMENT SECTION: Capital Projects and Cost Management Division, City Development

| | ESSENTIAL REQUIREMENTS | DESIRABLE REQUIREMENTS | METHOD OF ASSESSMENT |
|---|---|---|---|
| PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS | HND in Quantity Surveying or equivalent<br><br>Or relevant work experience | BSc Quantity Surveying | Application<br>Interview<br>Check Qualifications |
| RELEVANT WORK/OTHER EXPERIENCE | Knowledge and experience as a QS technician<br><br>Good understanding of contract conditions<br><br>Cost control and management skills<br><br>Knowledge of Health & Safety legislation, including CDM.<br><br>Working Knowledge of Microsoft Office, including Office 365, Teams, Word, | Experience of partnering.<br><br>ISO 9001<br><br>ISO 14001<br><br>Cost analysis<br><br>Local Authority and Public Procurement experience | Application<br>References<br>Interview |
| PARTICULAR SKILLS/ABILITIES | Ability to work with minimum supervision<br><br>Effective Time Management to achieve project objectives.<br><br>Good negotiating skills | Ability to work with people in other disciplines and deal directly with clients. | Application<br>References<br>Interview |
| PERSONAL QUALITIES | Good communicator and team worker.<br><br>Resourceful with problem solving abilities<br><br>Ability to work individually or in a multidiscipline team, on own initiative | Progressive Outlook. | Application<br>References<br>Interview |
| ANY ADDITIONAL JOB RELATED REQUIREMENTS | Ability to undertake site visits and surveys as required, including working at height.<br><br>Provide advice and guidance to colleagues | Current driving licence (Level 3) | Application<br>References<br>Interview |