NORTH LANARKSHIRE COUNCIL
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Senior Project Quantity Surveyor Recruitment Pack

NLC13 - £51,557 - £56,511

WE'RE MOTIVATED.

ARE YOU?

JOIN A TEAM

THAT ACHIEVES GREAT THINGS.

WORK HERE



It’s an ambitious time for the council, our residents, our businesses and the people who work here.

If you’re motivated, ambitious and driven by achievement, then come and join us. We want you to play a part in the regeneration and transformation of our towns and communities.
At North Lanarkshire Council, we’re full of energy and ideas to transform our towns and communities into vibrant places to live, work and visit. As Scotland’s fourth largest local authority, we’ve got lofty ambitions, bags of determination and we’re moving at a pace to generate real change in our communities and how we deliver services. We’re providing services that enhance lives, communities and experiences of over 341,000 people living in the area.

There’s a real story to tell about North Lanarkshire.
It’s a place that is growing, changing, developing and thriving. The scale of change is vast. And the rate of change is considerable.
However, we recognise that not everyone in North Lanarkshire is sharing equally in its successes.
Considerable challenges continue to exist, such as unacceptable levels of child deprivation, a growing demand on services such as health and social care and the visible and very real impact of inequity and inequalities on our communities.
The Plan for North Lanarkshire was agreed by all Community Planning Partners. It’s an ambitious strategy which, by working with our partners, residents and businesses, aims to completely transform towns and communities, to make them better, more inclusive and happier places to live.
The Plan is underpinned by five priorities and 25 ambition statements with the aim of inclusive growth and prosperity for all, to bring equal benefits and a fairer distribution of wealth. We measure our progress through 28 health check indicators which track changes and trends to demonstrate whether The Plan and the activities and projects under the Programme of Work, are making a difference.
We’re at the start of a new five-year strategic investment programme to improve the region’s physical and digital infrastructure and help create the right economic, social and community conditions that will enable businesses, local people and communities to thrive. It’s about providing whole-family support locally when they need it so people can lead healthier, safer and more independent lives and in a way that addresses the impact of poverty and reduces inequality. The new programme of work will deliver care, supports and council services that will improve the lives of local people and improve their life chances. Making them healthier, wealthier, happy and more resilient.

Our priorities are clear. We want to:

- Improve economic opportunities and outcomes
- Support all children and young people to realise their full potential
- Improve the health and wellbeing of our communities
- Enhance participation, capacity and empowerment across our communities
- Improve North Lanarkshire's resource base

We know that we can only achieve the outcomes to meet these priorities by working together and by being focused on solutions. North Lanarkshire Council is high-performing but we can do so much more.

We have bright and determined people working here, that believe in what we do. If that sounds like you, then read on.

In the rest of this pack you'll find more information about North Lanarkshire, the relevant job description and links to other useful documents.

To be successful you'll need to be innovative, determined and resilient. You'll be prepared to do what it takes to deliver our shared ambition to make North Lanarkshire the place to live, learn, work invest and visit.

If you have all these qualities, we look forward to connecting with you.

BENEFITS

- Attractive pension and avc option
- 26 days annual leave and six fixed public holidays, rising to 36 days in line with service
- Flexible working
- Buy and bank leave scheme
- Cycle to work scheme
- Childcare voucher scheme
- Relocation policy

ABOUT US

77	Elected members
21	Wards
33	Scottish Labour Party councillors
24	Scottish National Party councillors
7	Progressive Change North Lanarkshire councillors
5	Scottish Conservative and Unionist councillors
6	Independent councillors
1	Scottish Greens councillor
1	British Unionist Party councillor

Workforce

(Full-time permanent)

13,080

ABOUT NORTH LANARKSHIRE

Located in the very hub of the country with exceptional transport connections, we attract talent and business that has revolutionised North Lanarkshire into one of Scotland's fastest-growing economies (pre-pandemic).

We're Scotland's fourth largest council by population, covering around 181 square miles, stretching from Stepps to Harthill and from Cumbernauld to Wishaw. The council was formed in 1996 following local government reorganisation and includes the main towns of Airdrie, Bellshill, Coatbridge, Cumbernauld, Kilsyth, Motherwell, Shotts and Wishaw, interspersed with many villages and hamlets, including places like Moodiesburn and Stepps, along the Northern Corridor.

With a population of around 340,000 people, we have a wide range of age groups living in the area, as well as diverse communities with a range of religions and cultures. We're also brimming with ambition, have stacks of resolve and are moving at pace to effect real change in our communities and how we deliver services. The council is investing billions of pounds over the next ten years to help create jobs and generate close to £1bn for the local economy. Reducing inequalities is central to our vision for a brighter, better North Lanarkshire and we're investing in new schools and community facilities as well as doubling our affordable housing programme to build 5,000 modern homes by 2035.

Around £240million Glasgow City Region City Deal funding is helping to improve the road and rail transport network, create locations to attract business and industry that are relevant to our future economy, and maximise our greenspace for residents and visitors to enjoy. Embracing our shared vision for North Lanarkshire is crucial, particularly as we face challenges to make savings as local government budgets are reduced.

Being big and bold means attracting large international events to our area. We hosted the Glasgow 2018 European Sports Championships, showcasing our world-class venue in Strathclyde Country Park to a television audience of more than a billion people for the rowing and triathlon competitions, a role we fulfilled at the 2014 Commonwealth Games.

Creating modern, vibrant communities where people live, work and socialise is North Lanarkshire's shared ambition for the future.

£1017m revenue budget 2024/25

£660m capital budget 2028/29

£174m housing revenue 2024/25

£122m housing capital 2024/25

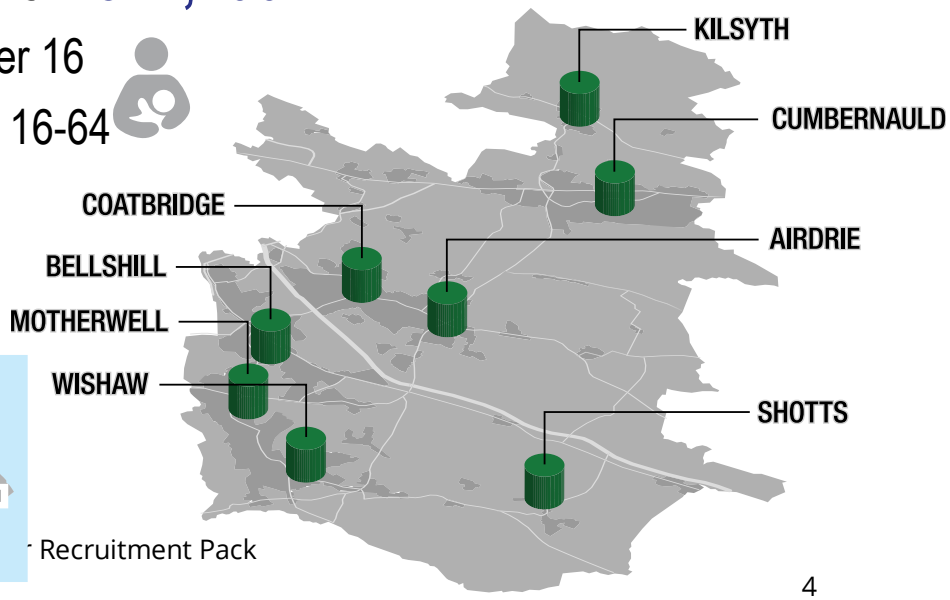
Population 341,400

18.1% under 16

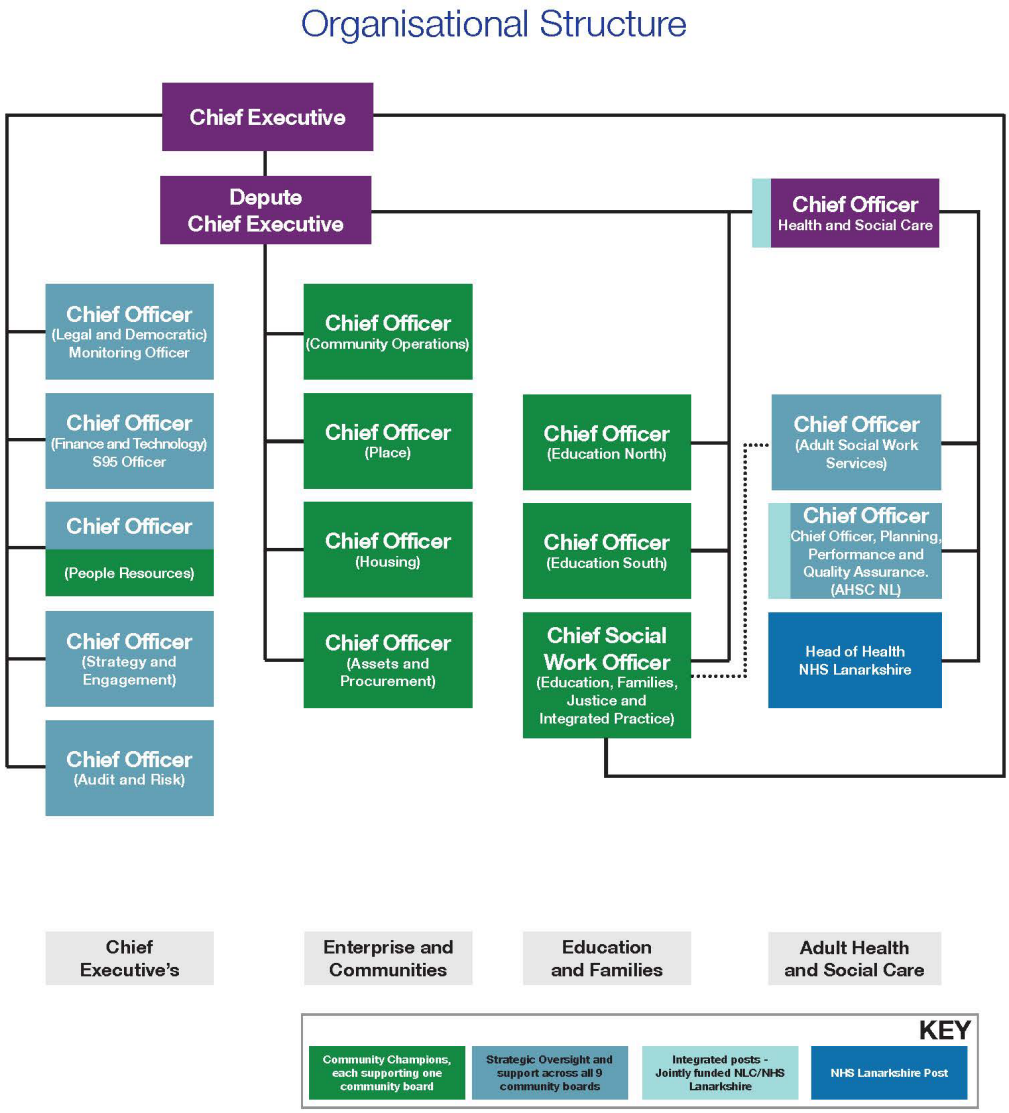
64.2% age 16-64

3.4% unemployment





Organisational Structure



THE ROLE

Senior Project Quantity Surveyor

Service:	**Enterprise and Communities**
Division:	**Assets and Procurement**
Job Title:	Senior Project Quantity Surveyor
Responsible to:	Commercial Manager
Grade:	NLC13
Conditions of Service:	SJC
Date of last Review:	May 2022

JOB OUTLINE

The post holder will assist the Commercial Manager with the supporting the delivery of the Town and Community Hub Delivery Programme and DBFM/PPP Contract Management.

They will assist in the procurement of high value, complex construction projects and the financial monitoring and reporting of these during project delivery. They will also provide advice to the wider project teams on contract conditions; post contract variations and industry professional standards including North Lanarkshire Council's General Contract Standing Orders and Financial Regulations.

MAIN DUTIES AND RESPONSIBILITIES

General Duties:

1. Assist with the development of project budgets and commercial strategies for each project to ensure overall programme of work is delivered within agreed budget.
2. Monitor pre-construction costs on projects to ensure the Council achieves Best Value on projects.
3. Participate in wider commercial discussions with key stakeholders and external commercial team regarding service delivery.
4. Ensure compliance with Council General Contract Standing Orders and Financial Regulations.
5. Monitor programmes and cash flows on individual projects to feed into the Commercial Manager's four weekly financial reporting cycles.
6. Understanding the Council's key objectives ensuring that these are considered when considering budgets and project costs.
7. Undertake such delegated duties as may be required by the Council and other such duties as may be required e.g. attendance at Programme Board meetings; finance meetings; liaison meetings with external commercial team.
8. To comply with the Council's Health and Safety at Work procedures, and any relevant legislation, and to ensure that safe systems of work are adhered to at all times.
9. Participate in project teams following all relevant project management and risk management processes as required.
10. Assist in the preparation of reports to Committees and Programme Boards.
11. Represent the Council at external conferences, seminars, meetings and public enquiries as required.

Specific Tasks:

1. Monitor commercial aspects of large-scale construction projects on a day to day/monthly/cyclical time frame including the preparation of payment certificates, cost reports, cash flow monitoring and final account documentation.
2. Provide contract administration/project management advice to wider team regarding contract mechanisms within Design and Build forms of contract.
3. Assist in the selection of procurement routes and forms of contract conditions particularly relating to the use of nationwide construction frameworks for projects.
4. Provide professional advice relating to cost and project management throughout projects and across programmes of work.
5. Advise on the assessment and valuation of contractual variations and claims for direct loss and expense/disruption.
6. Providing cost advice to internal and external stakeholders to ensure projects are delivered within agreed budgets and ensure that affordability of external stakeholders is out lined at the outset of projects.

7. Participate in the preparation of contract documentation and tenders including contracts between NLC and external stakeholders for the delivery of projects with external partners.
8. Responsible for cost analysis of each project ensuring best value is demonstrable via benchmarking. Use of this information to feed into future budget decisions for feasibility projects; future specifications; construction methods and design briefs.
9. Attendance at design team meetings; external and internal stakeholder meetings; site visits; commercial meetings and other meetings as required.
10. Work in partnership with external partners, consultants, Council services and establishments to ensure the effective delivery of projects including identifying and resolving barriers to ensure projects are delivered.
11. Commercial support to PPP Contract Officer including but not limited to, variations, change control, life cycle analysis, advise on project agreement etc.
12. Commercial support to Estate Development Officers including but not limited to attendance at project review meetings; leading commercial discussions during stage 1 and stage 2 of the procurement process; advise on contract variations; and cost advice throughout project delivery.
13. Manage commercial audits on projects including attending valuations on site with external cost consultant and reviews of internal commercial information and procedures to ensure cost and project data is being stored and monitored appropriately.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING			
Educated to degree level or equivalent in a relevant subject (e.g. Quantity Surveying or construction related discipline)	**X**		Application Form / Interview
Chartered membership of the Royal Institution of Chartered Surveyors (MRICS)	**X**		Application Form / Interview
Project Management Qualification		**X**	Application Form / Interview
Evidence of Continuous Professional Development	**X**		Application Form / Interview
WORK EXPERIENCE			
Significant experience within the design and construction industry working on high-value complex projects	**X**		Application Form / Interview
Experience of Design and Build forms of contract including experience procuring these contracts and financial management of them	**X**		Application Form / Interview
Experience of working on PPP/DBFM contracts, in particular the use of the change control process		**X**	Application Form / Interview
Experience gained in Local Authority		**X**	Application Form / Interview
Experience of undertaking public sector procurements and working within Contract Standing Orders/Financial Regulations		**X**	Application Form / Interview
Experience of multiple project programmes valued up to £30m	**X**		Application Form / Interview
Project Management / Contract Administration experience on high value complex construction projects		**X**	Application Form / Interview

KNOWLEDGE/SKILL/ABILITY			
Working knowledge of construction frameworks such as Hub, SCAPE, SPA etc	**X**		Application Form / Interview
Excellent communication skills including clear verbal communication skills and written skills	**X**		Application Form / Interview
Knowledge of current Council and national initiatives e.g. Climate Change initiatives and procurement initiatives	**X**		Application Form / Interview
Knowledge of PPP/DBFM contracts including change procedures		**X**	Application Form / Interview
Excellent organisational and IT skills including the use of Excel and Word	**X**		Application Form / Interview
Ability to analyse data and produce relevant reports	**X**		Application Form / Interview
PERSONAL QUALITIES/ATTRIBUTES			
Articulate	**X**		Interview
Demonstrates professional and personal authority	**X**		Interview
Ability to work under own initiative	**X**		Interview
Highly motivated	**X**		Interview
Stays calm under pressure	**X**		Interview
Confident	**X**		Interview
OTHER			
Ability to travel throughout North Lanarkshire area due to geographical spread of work	**X**		Application Form / Interview
Current driving licence		**X**	Application Form / Interview

USEFUL LINKS

In the documents below, you will find more information about the council, its priorities and its policies. You can also visit the council website at http://www.northlanarkshire.gov.uk to find out more about what we do and the communities and partners we work with.

TIMETABLE

For further information on the post, contact Emma Leaker, Commercial Manager,

m : 07583 116 990
e : leakerem@northlan.gov.uk

The Plan for North Lanarkshire - Programme of Work for 2028

Strategic Performance Review

Five-year medium term financial plan 2024/25 – 2028

One Place One Plan - annual governance update

