NORTH LANARKSHIRE COUNCIL
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Quantity Surveyor Recruitment Pack

NLC 12 - £50,669 - £56,329

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.
A new five-year strategic investment programme is underway 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 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
- 27 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
- Green Car Scheme
- Childcare voucher scheme
- Relocation policy

ABOUT US

77	**Elected members**
21	**Wards**
33	**Scottish Labour Party councillors**
24	**Scottish National Party councillors**
5	**Scottish Conservative and Unionist councillors**
13	**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 341,000 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 6,000 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.

£1104m revenue budget 2025/26

£660m capital budget 2028/29

£186m housing revenue 2026/27

£90m housing capital 2024/25

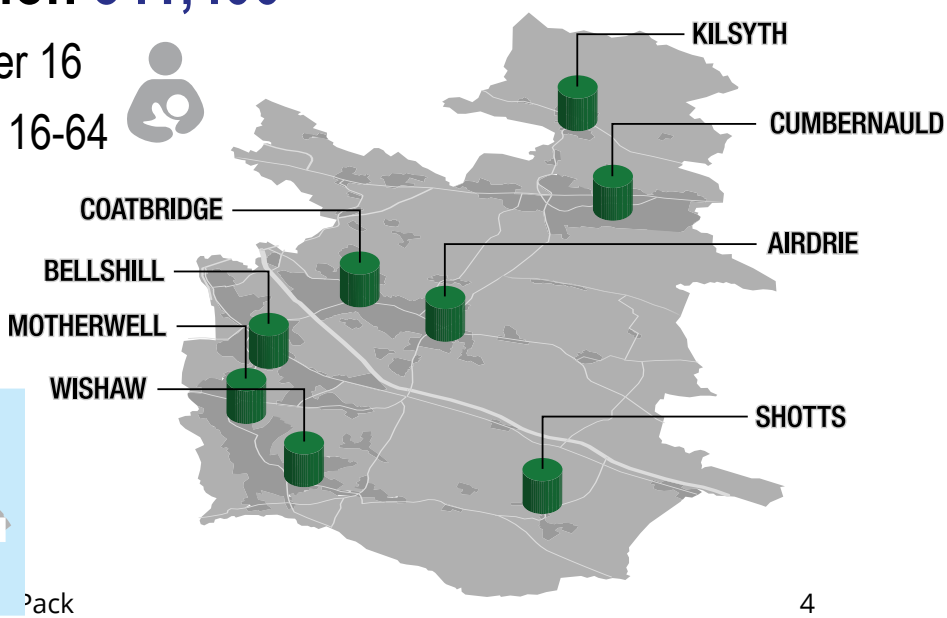
Population 341,400

17.7% under 16

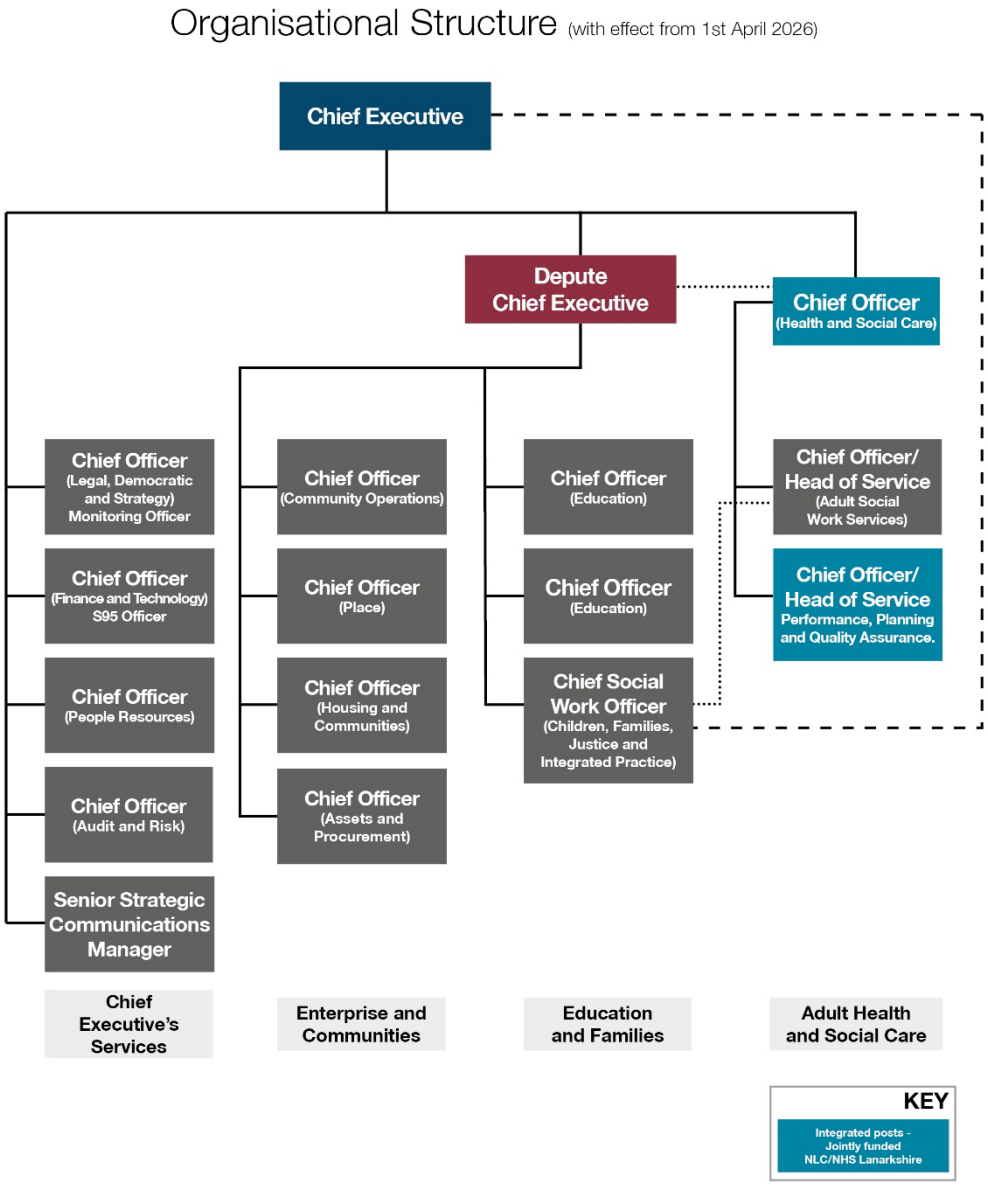
64.5% age 16-64

3.2% unemployment





Organisational Structure



THE ROLE

Quantity Surveyor

Service: Enterprise & Communities

Division: Assets & Procurement

Job Title: Quantity Surveyor

Responsible to: Design Co-ordinator (Commercial)

Grade: NLC12

Conditions of Service: SJC

Date of last Review: October 2025

ROLE SUMMARY

The post holder will assist the Design Co-ordinator (Commercial), with the provision of professional quantity surveying services for contracts within North Lanarkshire Council.

They will assist in the design, co-ordination and supervision of construction projects in compliance with established industry professional standards, and fully in accordance with North Lanarkshire Councils contract standing orders & financial regulations.

MAIN DUTIES AND RESPONSIBILITIES

1. Preparation of approximate estimates/cost plans/development appraisals and the preliminary setting of budgets.
2. Assist in the selection of procurement options and forms of contract conditions.
3. Participate in life-cycle costing appraisal and monitoring.
4. Participate in the preparation of contract documentation.
5. Issue, receipt and assessment of tender documents in accordance with the Councils Tender Checking Procedures, procurement legislation and Council General Standing Orders.
6. Monitor contract programmes and spending forecasts.
7. Ensure administrative compliance with statutory and contractual obligations relating to contract delivery.
8. Undertake tender evaluation and reporting, making recommendations to the Budget Holder/Employer.

9. Monitor all commercial aspects of small to large scale construction projects on a day to day/monthly/cyclical time frame including the preparation and issue of four weekly/monthly payment certification, cost reporting, cash-flow monitoring, and the issuing of final accounts.
10. Assess and value contractual variations and claims for direct loss and expense/disruption.
11. Liaise with administrators/ liquidators in relation to settlements.
12. Provision of professional quantity surveying advice and guidance to new employees, students, trainees, or others when required.
13. To carry out related admin and clerical functions as required, ensuring the use of the relevant systems and working procedures.
14. To carry out such duties as may be required from time to time by the Chief Officer (Assets and Procurement).
15. To comply with the Council's Health & Safety at Work procedures, and any relevant legislation, and to ensure that safe systems of work are used at all times.

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			
RICS accredited degree or equivalent in Quantity Surveying or construction related discipline	**X**		Verification/Application Form/Interview
Chartered Membership of RICS (MRICS/FRICS)	**X**		Verification/Application Form/Interview
Evidence of Continuous Professional Development	**X**		Verification/Application Form/Interview
WORK EXPERIENCE			
Considerable post-qualification relevant experience and knowledge of individual multi-trade construction projects ranging from small works to £5m in value	**X**		Application Form/Interview
Experience of multiple project programmes valued up to £25million		**X**	Application Form/Interview
Experience/knowledge of SBCC/JCT	**X**		Application Form/Interview
Experience/knowledge of NEC forms of contract		**X**	Application Form/Interview

Experience of computerised billing systems (Masterbill or similar)	**X**		Application Form/Interview
Experience gained in a public sector environment		**X**	Application Form/Interview
Experience of working from cloud-based internet systems and working remotely		**X**	Application Form/Interview
Experience of the checking, assessing, and reporting of completed tender return evaluations		**X**	Application Form/Interview
KNOWLEDGE/SKILL/ABILITY			
Ability to assess, advise and resolve issues relating to contractual disputes, procurement selection options and on-site events	**X**		Application Form/Interview
Excellent IT skills, including the use of excel	**X**		Application Form/Interview
Excellent communication and organisational skills	**X**		Application Form/Interview
Ability to work to deadlines	**X**		Application Form/Interview
Ability to work as part of a team	**X**		Application Form/Interview
Knowledge of Framework Programmes and the operation of Scottish Government Hubs procurement option		**X**	Application Form/Interview
Ability to work with minimum day to day supervision	**X**		Application Form/Interview
Ability to maintain complex financial monitoring both individual projects and across multiple projects within a programme	**X**		Application Form/Interview
PERSONAL QUALITIES/ ATTRIBUTES			
In possession of a high level of professional integrity	**X**		Application Form/Interview
Articulate	**X**		Application Form/Interview

Demonstrates professional demeanour	**X**		Application Form/Interview
Self-motivated	**X**		Application Form/Interview
Flexible approach	**X**		Application Form/Interview
OTHER			
Full 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.

We ASPIRE
- A Shared Ambition for North Lanarkshire

The Plan for North Lanarkshire

CONTACT DETAILS

For further information on the post, contact;

Brian Minnis - minnisb@northlan.gov.uk

