NORTH LANARKSHIRE COUNCIL
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Quantity Surveyor Recruitment Pack

NLC 12 – £52,252 - £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

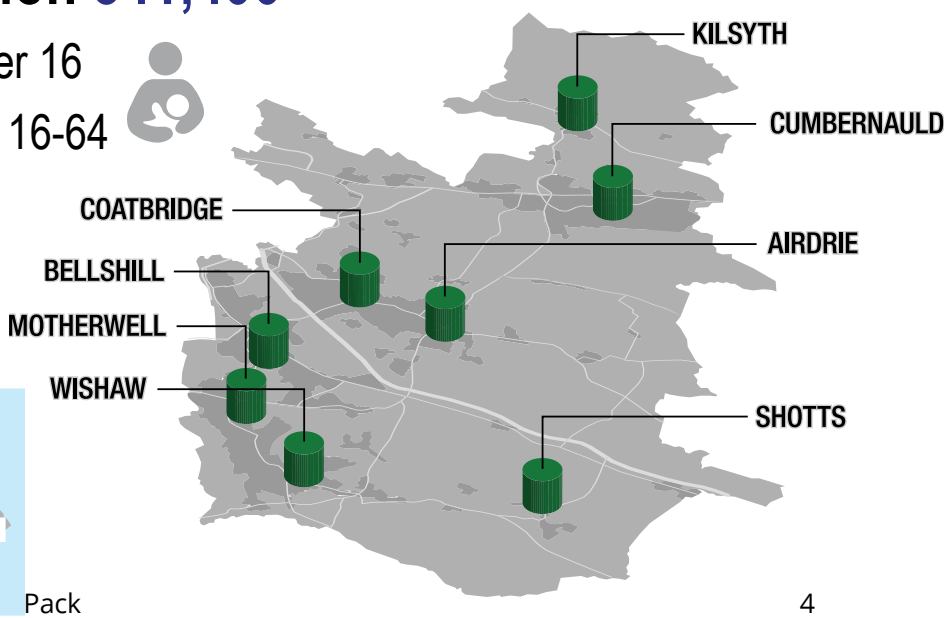
Population 341,400

17.7% under 16

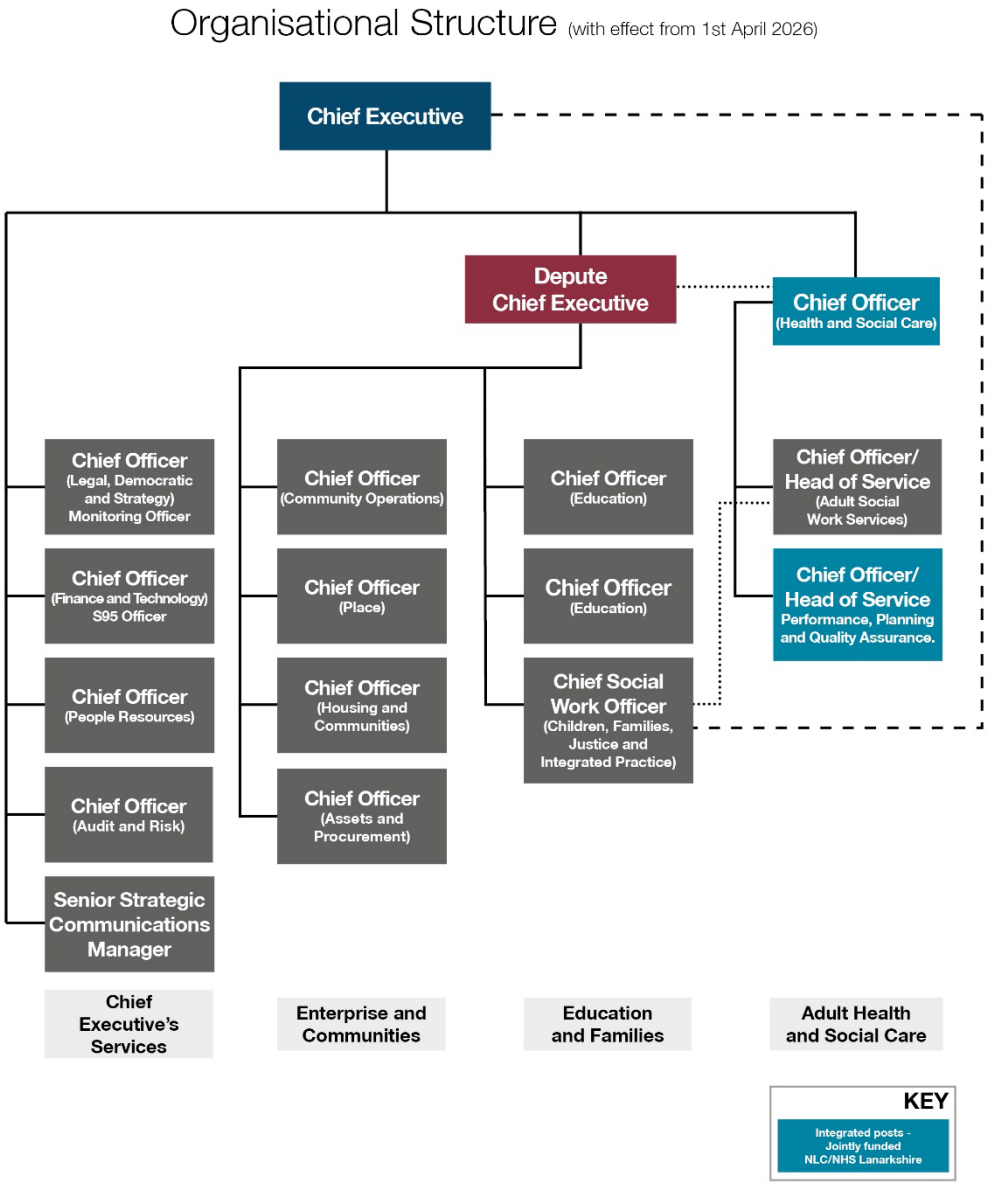
64.5% age 16-64

3.2% unemployment





Organisational Structure



THE ROLE

Quantity Surveyor

Service: Enterprise & Communities

Division: Housing & Communities

Job Title: Quantity Surveyor

Responsible to: Contract Support Manager

Grade: NLC9/12

Conditions of Service: SJC

Date of last Review: 1/08/2023

ROLE SUMMARY

Reporting to the Contract Support Manager, the Quantity Surveyor will work as part of the Contract Strategy team to provide a quantity surveying service.

The Quantity Surveyor will be responsible for all procurement activities, cost estimating, preparation of contract documents, payments and contract administration within a multi-disciplinary environment. This will include providing support and advice to the Capital Investment team to deliver work programmes to the Council's 37,000 homes, and providing advice and support to the Repairs and Maintenance Team responsible for both the housing and the corporate property portfolio.

Quantity Surveyors are able to progress through a salary scale from NLC9 to NLC12 based on their level of experience and supervision. Progression will be managed through the PRD process.

MAIN DUTIES AND RESPONSIBILITIES

General Duties:

1. Contribute to the implementation of Enterprise and Communities strategic business plans, to ensure the service is delivered effectively and performance optimised.
2. Comply with legislation and regulations, participate in audit and inspection work and actively support the development of services to meet future legislative and regulatory requirements and changes.
3. Respond to and review complaints / SPSO enquiries as required.
4. Comply with the Employees' Code of Conduct, demonstrating the ethical standards expected of officials in public service and promote a positive and enthusiastic culture based on partnership and team working.
5. Develop skills and experience by participating in the PRD process and attend training courses as required. Where responsible for employees, undertake PRDs and ensure employees participation in the PRD process to enable opportunities for learning and development.
6. Ensure that information under your control is collated, processed, held and securely destroyed in accordance with the council's Data Protection Policy and legislative requirements.
7. Facilitate community capacity and engagement to ensure all members of the community are able to participate and contribute to the design and delivery of public services.
8. Participate in project teams following all relevant project management and risk management processes as required.
9. Ensure effective utilisation of financial resources and budgets under your control ensuring compliance with the council's Financial Regulations and Contract Standing Orders.
10. Contribute to and support the work of council committees, sub-committees, partnership groups and working groups, representing the service as required and maintain a good working relationship with councillors, stakeholders and communities.
11. Comply with best practice in the field of adult and child protection through compliance with organisational policy and procedure and national standards and through promotion of the adult and child protection agenda.
12. Respond to emergency situations within Enterprise and Communities where appropriate and assist with other major incidents within the wider council, in conjunction with Emergency Planning.
13. Actively promote equality and diversity to ensure all employees of the council are treated fairly and services of the council are accessible to all people in North Lanarkshire.
14. Undertake such duties and responsibilities as may be required in terms of the Health and Safety Acts and related legislation, e.g. Health and Safety at Work Act, 1974.
15. Undertake such delegated duties as may be required by the Chief Officer (Housing & Communities)

Specific Tasks for NLC9 Quantity Surevyors:

Quantity Surveyors must attain an RICS accredited degree or degree with postgraduate qualification in a relevant discipline (or equivalent qualification level) and have passed the appropriate APC examination and interview that would qualify for eligibility for professional membership of RICS (i.e. MRICS). Quantity Surveyors should have attained moderate experience within the design and construction industry. NLC9 post holders will be expected to work on complex projects involving multi trades with a high level of supervision

1. Responsible for preliminary budget estimating; budget monitoring and cost planning.
2. Contribute to development of sourcing methodologies to help identify most effective procurement routes.
3. Support effective project management and delivery of programmes in accordance with council processes and procedures.
4. Responsible for preparation of contract documentation including preparation of contract conditions, specifications, preambles and billing.
5. Participate in tender evaluation and preparation of tender outcome reports and documentation in accordance with the council's procurement processes and procedures.
6. Responsible for site measurement, preparation and processing of contractors` payments, cost control, agreement of final measurements and contractual claims.
7. Support the draw down of Scottish Government grant and compliance with grant conditions, including provision of information for tender applications and grant claims.
8. Ensure compliance with Council Standing Orders and Financial Regulations at all times.
9. Assist the Principal Designer in the discharge of the Council's obligations under the CDM Regulations 2015.

Specific Tasks for NLC12 Quantity Surveyors

Quantity Surveyors must attain an RICS accredited degree or degree with postgraduate qualification in a relevant discipline (or equivalent qualification level) and have passed the appropriate APC examination and interview that would qualify for eligibility for professional membership of RICS (i.e. MRICS). Quantity Surveyors must have considerable relevant experience within the construction industry. NLC12 post holders will be expected to work on complex projects involving multiple trades with minimal supervision and will assist the Service Delivery Manager to provide advice and support to less experienced Quantity Surveyors and Technicians.

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 degree with postgraduate qualification in a relevant discipline (or equivalent qualification)	X		Verification/Application Form/Interview
Eligibility for full membership of RICS (i.e. have passed the formal APC/TPC exams)	X		Verification/Application Form/Interview
Full Chartered Membership of RICS		X	Verification/Application Form/Interview
WORK EXPERIENCE			
Moderate experience within the design and construction industry (NLC9)	X		Application Form/Interview
Considerable experience within the design and construction industry (NLC12)	X		Application Form/Interview
Experience of computerised billing systems		X	Application Form/Interview
Experience of working with Excel	X		Application Form/Interview
Experience gained in a Housing or public sector environment		X	Application Form/Interview
Experience of public sector procurement		X	Application Form/Interview
KNOWLEDGE/SKILL/ABILITY			
Knowledge of current contract conditions	X		Application Form/Interview
Knowledge of current procurement regulations		X	Application Form/Interview
Demonstrate commitment to maintaining CPD	X		Application Form/Interview
Excellent communication 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

PERSONAL QUALITIES/ ATTRIBUTES			
Articulate	**X**		Application Form/Interview
Demonstrates professional and personal authority	**X**		Application Form/Interview
Self-motivated	**X**		Application Form/Interview
Flexible approach	**X**		Application Form/Interview
OTHER			
Ability to drive throughout the North Lanarkshire Area	**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;

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