

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Principal Quantity Surveyor	Grade: MG1
Section: Design Service	Directorate: HRD
Responsible to following manager: Head of Service	Responsible for following staff: (Graduate/Apprentice QS)
Post Number/s:	Last review date:

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- Fully Qualified Professional Quantity Surveyor
- Providing Strategic Professional Advice.
- Calculating and monitoring project costs and delivery timelines.
- Providing quality assurance for ongoing projects
- Collaborating with clients and other professionals.
- Writing regular reports, giving presentations and meeting with clients and management.

Specific Duties and Responsibilities

- Perform the role of professional Quantity Surveyor where required to ensure that the financial aspects of the construction activities are professionally delivered.
- To be the recognised expert across both Councils in their area of work. Show technical leadership and provide technical expertise and advice both within the service and to Clients and Stakeholders
- Work on several projects simultaneously, and ensure the highest standards of cost control, cost monitoring and cost management are carried out on all projects.
- Assisting with feasibility studies and cost / benefit analysis
- Performing risk and value management, cost control and monitoring, and valuing variations, valuations and claims. Identifying, analysing and developing responses to commercial risks.
- Collaborate and liaise with members of the Project Team with a particular focus on informing the Team of the cost impacts of design.
- Obtain the Client's Brief document and any other relevant information.
- To identify and make suitable recommendations on the need for other professional services and work with procurement to oversee arrangements for such appointments.
- To have full understanding of building contracts and their conditions and provisions under procurement and to provide expert advice and support to a multi-disciplinary team on all forms of Building Contracts.
- To advise on types of contracts and assist in putting in place the correct contract documentation when required.
- Prepare pre-tender estimates based on specification/drawing take offs.
- To assist officers in preparing tender and contract documents, conducting the procurement process, analysing tender returns and preparing tender reports and documentation
- Provide initial costings/Bills of Quantities of concept designs/options analyses.
- Check tender submissions for errors, omissions, exclusions, qualifications, inconsistencies etc.
- Provide all costings/valuations/reports and maintain and issue as required throughout the duration of the Project.
- Review any contractor variations and provide advice regarding cost implications in line with the contract terms and conditions.
- Attend site(s) as required and conduct physical inspections to inform the Brief.
- Attend site meetings, prepare project financial reports and be involved in post contract activities.

- To review the Service Providers and external consultants' valuations and claims and, where necessary, gather and provide records to substantiate cost and demonstrate value. To determine such matters in line with contractual arrangements in place and ensure approved invoices are processed in a timely and organised manner.
- Promote and ensure adherence to Sustainability and Health and Safety policies
- To motivate and mentor a graduate/apprentice as required.
- Carry out other duties and responsibilities, as required, and as requested by members of the management team.
- Undertake continual professional development.

Client relationship management

- Ensure client satisfaction at each stage of the project.
- Submitting project reports on a regular basis to the client and team.
- Keeping the client up to date at every step of the project, getting their approval for the next stage.
- Passionate, driven, motivated, proactive, kind and honest.

Generic Duties and Responsibilities

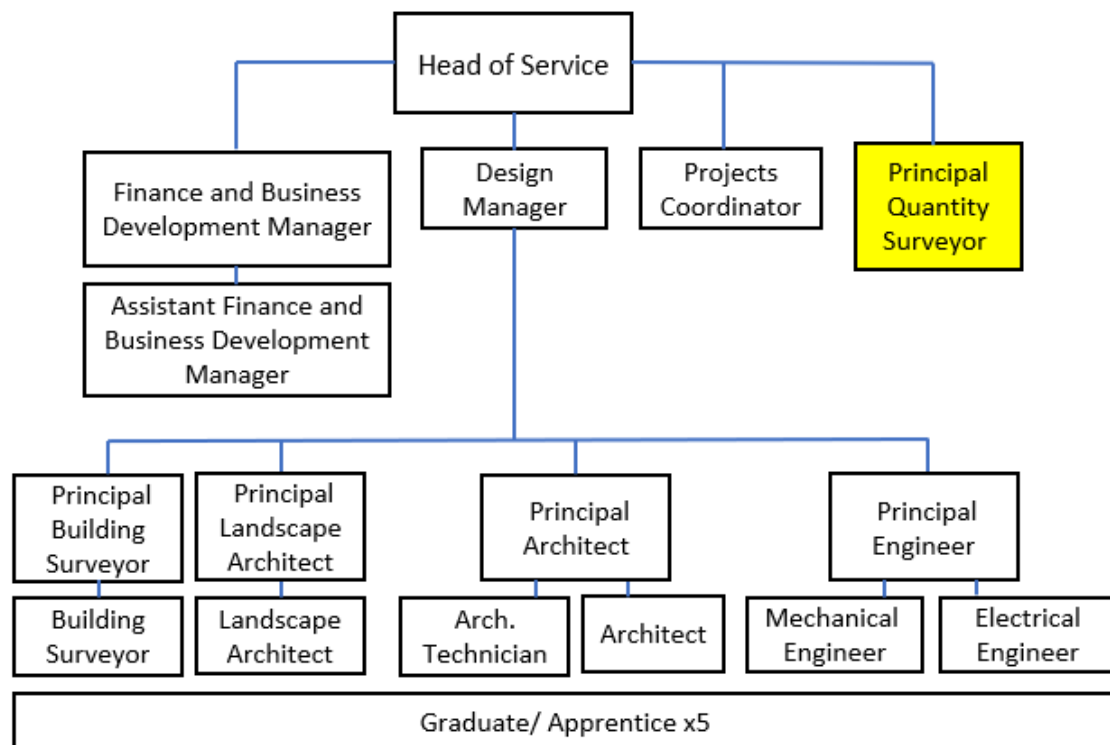
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- Management of the Councils Capital bids submission process.
- Attendance at evening meetings required.
- The Service operates as a consultancy. Critical to its success is achieving high levels of customer care and customer satisfaction.
- The Service is in direct competition with the private sector and therefore needs to attract and retain creative, innovative, knowledgeable and experienced professional staff to be able to perform in a demanding environment.

Team structure

For the current structure please go to The Loop.



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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Knowledge of current Quantity Surveying practice, methods of measurement and presentation of tender documents, post contract management and contract administration	E		A/I
Comprehensive knowledge of JCT Contracts, Design and Build and Traditional Forms of Building Contracts	E		A/I
Detailed knowledge of current building and construction regulations, technology and contractual matters	E		A/I
Experience	Essential	Desirable	Assessed
Extensive work experience as QS	E		A/I

Extensive experience of developing contract and financial processes and procedure	E		A/I
Experience of flexible working; reacting to changing and urgent priorities in a working environment	E		A/I
Experience of having to set and deliver defined standards and targets and report accordingly	E		A/I
Experience of negotiating effectively with individuals and organizations to achieve positive commercial outcome	E		A/I
Experience of leading on several complex projects at any one time	E		A/I
Skills	Essential	Desirable	Assessed
Excellent communication skills with the ability to communicate both verbally and in writing, with colleagues, staff within the organisation, clients, residents, agencies, Councillors, Committees, contractors, and consultants.	E		A/I
Ability to manage a wide variety of schemes including large complex contracts		D	A/I
Demonstrate commercial acumen around building contracts, schedules of rates and procurement		D	A/I
Ability to control costs using skills in estimating, cost-planning, tender negotiation, post contract cost control and management of programme budgets.	E		A/I
Forward thinking and interested in developing smart ways of working with teams to realise client and operational objectives	E		A/I
Excellent Computer skills	E		A/I
Strong organisational skills with the ability to multi-task and a positive and 'can do' approach.	E		A/I
Ability to develop others through training and mentoring		D	A/I
Qualifications	Essential	Desirable	Assessed
Full RICS membership.		D	A

A – Application form / CV

I – Interview

T – Test

C - Certificate