

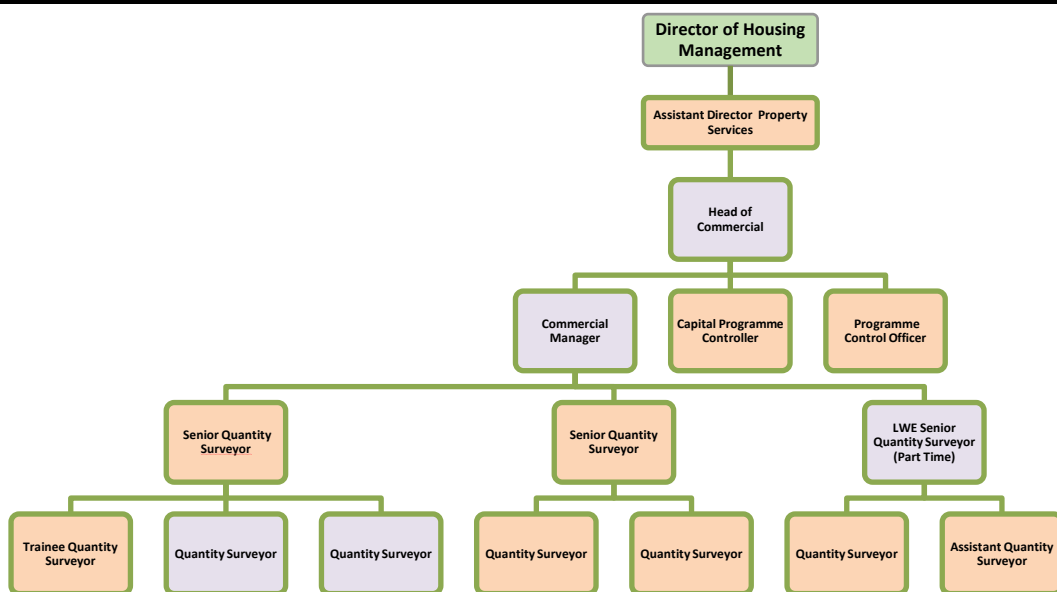
JOB DESCRIPTION

Job title	Quantity Surveyor
Directorate	Housing & Social Investment
Service	Property Services / Lancaster West
Team	Commercial
Grade	

DBS Check Required	None
Justification for DBS	Choose an item.
Politically Restricted	Choose an item.

Responsible to:	David Murnaghan
Employees directly supervised (if applicable):	1

Organisational structure chart (job titles only, no employee names)



1. JOB PURPOSE:

To manage the financial issues and apply cost control procedures related to the procurement and delivery of the Council's extensive Capital Housing investment programme on the Lancaster West Estate. The investment includes the building fabric with a focus on sustainability on the LWE, Decent Homes as well as M&E schemes, with a total value circa £500M over nine years.

To achieve this, it is expected that that the candidate would have the following skills:

- To manage the commercial and cost management aspects for the delivery of the programme of investment and planned works.
- To provide commercial and cost management support to the procurement, operations and planning teams.
- To accurately value the works undertaken by the operational teams and contractors
- To prepare and monitor the submission and approval of design, specification and cost estimates information provided by the Service Providers, sub-contractors and suppliers.
- To work with Service Providers to minimise the costs of the service and enhance value for money, while still achieving the required service standards and quality.
- 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.
- To motivate and line manage junior members of the commercial team.
- To identify and make suitable recommendations on the need for other professional services and working with procurement to oversee arrangements for such appointments.
- To work with the project management team to put in place robust resource management plans in order to deliver effectively complex projects.
- To work with the project management team to manage consultants, contractors, and their supply chain.
- To understand and respect the needs of the end user in respect of building improvement and maintenance.
- To have a knowledge and understanding of the implications of health and safety regulations.

2. DESCRIPTION OF DUTIES:

- Financial monitoring, management and reporting of all costs relating to planned investment works and specific assigned projects.
- Preparation of monthly expenditure reports for all projects along with forecasts of projected monthly spend.
- Assisting with undertaking feasibility studies and cost / benefit analysis.
- Identifying, analysing and developing responses to commercial risks.
- Raising purchase orders on the Oracle financial system and managing the payment processes for all contractors and consultants.

- To have full understanding of building contracts and their conditions and provisions under procurement enabling contracts to be populated and agreed at enquiry stage
- Participation in the preparation of detailed tender analysis reports
- Identifying and advising on key performance indicators used to ensure best performance from suppliers
- To work alongside a variety of professional contacts and officers throughout the organisation, in order to deliver best quality and value against projects.
- Analysing outcomes, resolving issues and driving service improvements.
- Preparing tender documents, analysing tender returns and preparing tender reports.
- Performing risk and value management, cost control and monitoring, and valuing variations, valuations and claims.
- Review interim and final accounts submitted by contractors, challenge value completed and certify for payment. Undertake site inspections and audits as necessary.
- Providing advice on contractual claims.
- Overseeing complex projects and managing consultants, contractors and supply chain.
- Develop and maintain methodologies to measure productivity, including incentivisation schemes.
- Line management and development of direct reports in line with organisation standards, using policies and procedures available as required.
- Understanding and implementing the requirements of health and safety regulations.
- Actively be accountable and take ownership for delivery of all cost, commercial and quantity surveying matters on designated projects from inception to completion.
- To carry out the necessary professional duties to effectively manage and coordinate commercial and cost matters on projects as part of a multi-disciplinary team.
- Advising and producing contractual documents for all underhand contracts and working with the legal team on all underseal documents issued by Property Services.
- Providing expert advice and relevant action in relation to contracts.
- Ensuring all commercial areas are managed in accordance with contract and financial rules and regulations.
- Carry out other duties and responsibilities, as required, and as requested by the other members of the management team.

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to Note:

The person specification outlines the essential requirements the post holder or applicant must meet to fulfil the role and the duties outlined.

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Resilience:

We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours

The Royal Borough of Kensington and Chelsea have identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications/Training/Certificates Degree qualification in Quantity Surveying or equivalent
C	Skills, knowledge and experience Essential: Extensive experience of effective cost management of large and complex programmes of work within a housing repairs planned investment sector or comparable sector.

	• Detailed knowledge of current building and construction regulations and contractual matters. • Minimum of 5 years' experience in a similar role. • Previous management or supervisory experience. • Experience of contract administration. Skills & Qualities: • Excellent attention to detail. • Good written and verbal communication skills. • Forward thinking and interested in developing smart ways of working with teams to realise client and operational objectives. • Commercially aware. • Excellent computer skills. • Strong organisational skills. • Ability to multi-task. • Professional at all times. • Good judgement and decision making. • Positive and 'can do' attitude. • Leads by example. • Motivated and engaged. • Good Communication skills internally to work with: • Staff within RBKC • Specialist support teams/contractors • Consultants • Good Communication skills externally to work with: • Councillors of RBKC • Government Departments and agencies • Private and voluntary sector providers of relevant services • Other public sector providers and organisations • Members of the public • MPs
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OUR VALUES AND BEHAVIOURS

Our values and behaviours underpin everything we do.

They guide our interactions with residents, businesses, visitors, partners and each other.

They are also a measure of how well we've done.

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour:

	• I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome.

	Our residents will feel that: • I am told when something is not possible, and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.