JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Quantity Surveyor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number(s)</td>
<td>546194</td>
</tr>
<tr>
<td>Department</td>
<td>Property Services</td>
</tr>
<tr>
<td>Section or Service</td>
<td>Commercial</td>
</tr>
<tr>
<td>Salary</td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td>36 hours per week (Monday-Friday)</td>
</tr>
</tbody>
</table>

DESIGNATION:

<table>
<thead>
<tr>
<th>Responsible to:</th>
<th>Commercial Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees directly supervised (if applicable):</td>
<td>Trainee / Apprentice Quantity Surveyor</td>
</tr>
</tbody>
</table>

Family Tree:

*Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.*

![Organisation Chart]

---

1
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. The investment includes the building fabric as well as M&E schemes, with a total value circa £267M over seven years with £50M per annum for four of these years. Provide professional advice on appropriate procurement routes to obtain best value. The post attracts significant financial responsibility with a requirement to report on the day to day financial aspects of capital projects as directed; ensure proper financial monitoring of contractors’ cost/price structures as they relate to capital and revenue provisions.

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 measure and value the works undertaken by the operational teams and contractors. A detailed knowledge of Standard Methods of Measurement as they relate to both fabric works and Mechanical & Electrical installations would be expected.
- 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 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 motivate and line manage junior members of the commercial team.
- 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 develop and maintain suitable methodologies to measure productivity and implement incentivisation schemes.
- To identify and make suitable recommendations on the need for other professional services and working with procurement to oversee arrangements for such appointments.
- 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:

- Perform the role of PQS where required to ensure that the financial aspects of the construction activities are professionally delivered
- Collect, collate, analyse and contrast all cost information produced through the various construction accounting processes and to develop the information into meaningful and robust target costs on all component elements of the cost structure
- To carry out financial monitoring, management and reporting of all costs relating to the repairs service, planned investment works and specific assigned projects.
- Assisting with undertaking feasibility studies and cost / benefit analysis.
- Performing risk and value management, cost control and monitoring, and valuing variations, valuations and claims.
- Advising on and developing suitable procurement strategy on all schemes. Schemes may be procured using Traditional General Contracting, Measured Term or Design and Build routes. They are delivered under either bespoke RBKC JCT forms of contract or Framework contracts that in the main are JCT or NEC forms.
- Identifying, analysing and developing responses to commercial risks.
- Review interim and final accounts submitted by contractors, challenge value completed and certify for payment. Undertake site inspections and audits as necessary.
- Raising purchase orders on the SAP financial system and managing the payment processes for all contractors and consultants.
- Providing advice on contractual claims.
- To have full understanding of building contracts and their conditions and provisions under procurement.
- Participation in the preparation of detailed tender analysis reports
- Provide financial analysis as required including the production of cost/valuation reports for designated projects as well as expenditure forecasts.
- 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 and writing detailed project progress reports.
- Preparing tender and contract documents, conducting the procurement process, analysing tender returns and preparing tender reports and documentation.
- Providing expert advice and relevant action in relation to contracts.
- Overseeing complex projects and managing consultant, contractors and supply chain.
- Ensuring all commercial areas are managed in accordance with contract and financial rules and regulations.
- 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.
• Carry out other duties and responsibilities, as required, and as requested by the other members of the management team.

I agree to the above job description

Post Holder……………………………………………………………… Date………………

Director / Chief Officer………………………………………………………… Date………………
# SELECTION CRITERIA/PERSOn SPECIFICATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Quantity Surveyor</th>
</tr>
</thead>
</table>

## Conditions to Note:

**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’s essential that you give at least one example of your ability to meet each of the 4 Values and Behaviours: Productive, Ambitious, Collaborative and Enterprising.

**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.

## Values & Behaviours
The Royal Borough of Kensington and Chelsea has identified 4 key behaviours and values which should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

<table>
<thead>
<tr>
<th></th>
<th>Equal Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Degree qualification in Quantity Surveying.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Knowledge &amp; Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Essential:</td>
</tr>
<tr>
<td></td>
<td>Extensive experience of effective cost management of large and complex programmes of work within a housing repairs and planned investment sector or comparable sector.</td>
</tr>
<tr>
<td></td>
<td>Detailed knowledge of current building and construction regulations, technology and contractual matters.</td>
</tr>
<tr>
<td></td>
<td>Minimum of 5 years’ experience in a similar role.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Desirable:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Previous management or supervisory experience.</td>
</tr>
<tr>
<td></td>
<td>Experience of contract administration.</td>
</tr>
<tr>
<td></td>
<td>EU procurement experience.</td>
</tr>
<tr>
<td></td>
<td>Experience of productivity and incentivisation schemes.</td>
</tr>
</tbody>
</table>
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.
• Ability to develop the team though training and mentoring.
• 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

Our Values & Behaviours

D  ▶️ Productive

• We show initiative, drive and determination to get the job done; and constantly to improve what we do.
• We determine the right course of action through listening to the needs of our customers
• We are accountable for our actions and the decisions we make
• We help others to be productive, independent and make informed decisions

E  ▶️ Ambitious

• We are ambitious in creating new solutions which bring about substantial benefit
• We challenge ourselves to be the best we can be
• We take pride in providing public services to our communities
• We work as a team to support one another to be the best we can be for our customers
| **Collaborative** | • We provide local leadership and work with partners jointly to develop and deliver services  
• We listen to one another and respect one another’s point of view  
• We challenge one another respectfully and constructively, working together to resolve issues  
• We treat everyone with courtesy, fairness and transparency |

| **Enterprising** | • We seek the best deal when looking for ways to improve value for money and reduce cost.  
• We look for new ways to generate growth, income and maximise commercial potential  
• We take managed and considered risks to enable us to achieve the best outcomes. |

| **Management Roles** |  |
| **I** | **People and service management** | Managing excellent, cost-effective service delivery.  
• **Driving forward performance** - setting high standards, encouraging improvement and supporting the team to achieve. Having regular team meetings and one-to-one conversations about performance, including difficult ones when necessary.  
• **Developing our people and our partners** - giving people the scope to do well, taking time to understand their strengths and motivations, stretching them and coaching them to achieve.  
• **Managing budgets responsibly** – planning, monitoring and adapting budgets to respond to changing priorities. Delivering the medium term plan  
• **Working within the democratic framework** - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback. |

| **J** | **Leadership and engagement** | Inspiring the team to deliver the corporate vision, embrace change and develop opportunities.  
• **Delivering the corporate vision** – developing and communicating a direction for my service which keeps us focused on delivering the priorities of the corporate vision and makes it central to everything we do.  
• **Leading change** - being realistic, transparent and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward.  
• **Making difficult decisions** – tackling issues proactively and finding solutions, being accountable for the decisions that have been made.  
• **Engaging staff, communities and customers** - winning strong support through effective and regular communication, collaboration and feedback.  
• **Being commercial** – creating opportunities to generate growth, income and maximise commercial potential. |