

# **BROXTOWE BOROUGH COUNCIL**

## **JOB DESCRIPTION**

<b>Directorate:</b>	Deputy Chief Executive's Department
<b>Division:</b>	Asset Management & Development
<b>Post No. &amp; Job Title:</b>	Quantity Surveyor
<b>Grade:</b>	8
<b>Responsible to:</b>	Capital Works Manager
<b>Responsible for:</b>	No responsibility for employees
<b>Main purpose of the job</b>	Provide technical and professional services, giving advice to customers in the Asset Management and Development Section. To utilise expertise to deliver workload for which they have a standalone professional responsibility.

## **Main Duties and Responsibilities:**

1. As a Quantity Surveyor, working as part of a multi-disciplinary team, working with in-house and external consultants. Providing Quantity Surveying services on all aspects of work for both design and build and traditionally procured projects. Deliver and manage a full range of professional assignments and activities (e.g., inspections, assessments, investigations) within a defined area to meet service requirements and to ensure council compliance with statutory, regulatory and professional requirements.
2. Compiling and updating cost forecasts, estimates and cost plans at feasibility, sketch scheme and detailed design stages.
3. Attendance at and reporting to design team meetings, pre-contract meetings and site meetings.
4. Adhere to health and safety policies and procedures both on site and in the office.
5. Carry out duties in accordance with quality management and other office procedures, ensuring the efficient and effective delivery of service, on time and within budget. Provide specialist advice and guidance to internal/external

- customers, making technical/professional recommendations about a course of action appropriate to the situation.
6. Provide advice on and assist with budget setting and with applications to governmental and independent funding bodies. Provide technical assistance and specialist training to more junior colleagues or external parties to ensure they are equipped to deliver their responsibilities.
  7. Provide guidance as required to managers and officers within the council on surveyor issues. This includes advice on legal, technical and procedural issues, ensuring adherence to quality management and other office procedures. Identify opportunities for improvements to policies and procedures within work area in order to improve professional practice and customer service. This may include periodically providing analysis of management information to more senior professionals regarding possible improvements.
  8. Be involved in business development of the service, liaising with other services, external clients and governmental and independent funding bodies as appropriate and with due regard to customer care.
  9. Measurement, abstraction and compilation of quantities, utilising software for the production of bills of quantities as appropriate.
  10. Preparation of tender documentation, bills of quantities, specifications and other documents for inviting tenders or for enabling compilation of target costs or agreed maximum prices on partnered schemes.
  11. Technical and arithmetical checking of tenders.
  12. Provision of financial information for the Councils project management system.
  13. Preparation and maintenance of spend profiles.
  14. Preparation of appropriate documentation to form contracts.
  15. Submission of accounts for audit.
  16. Develop and maintain effective relationships and communications with other agencies and service providers to share information, build working relationships and to ensure joined up service provision.
  17. Negotiation and agreement of target costs on partnered schemes.

18.Measurement of works on site and re-measurement of provisional quantities.

19.Valuation of works and interim payments to contractors.

20.Assessment and valuation of variations.

21.Evaluation, negotiation and settlement of final accounts. To undertake such additional duties as are reasonably commensurate with the level of the post including other related services e.g., whole life cycle costing on construction projects

### **DESIGNATED CAR USER**

A designated car user status has been attached to this post.

### **SPECIAL CONDITIONS**

Duties may include work outside of normal office hours, for example system upgrades at evenings or weekends

### **RESTRICTIONS**

This is not a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

### **NOTE**

The above job description sets out the main responsibilities of the Quantity Surveyor role but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.