

Person Specification

Contract Surveyor (Technical Services)

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience of both pre and post contract Quantity Surveying
- Developed experience of the management and control of complex budgets and capital programmes.
- Experience in the preparation of production information and delivery of construction related projects.
- Detailed knowledge of the practices and procedures relating to the specialist areas including preparation of contractual documentation, using design drawings to prepare bills of quantities, schedules of work and related tender documents.
- Ability to provide estimates and cost advice to clients based on design drawings.
- Ability to negotiate on contractual and financial issues relating to construction projects.
- Developed experience in dealing with contractors.
- Ability to produce financial reports and updates for presentation to clients.
- Achieved RICS Pt.3 or equivalent exemption and be eligible for MRICS membership, or demonstrate equivalent experience and competency.
- Ability to use related software including Microsoft Office.

Desirable

- Experience in using NBS Create, RIPAC and AutoCAD software.
- Experience of working on projects using the JCT forms of contract.
- Educated to degree level or equivalent and have post qualification experience in a Construction / Design related environment.
- To be a Chartered Surveyor and a member of the Royal Institution of Chartered Surveyors (MRICS).
- Experience in appointing and working with external framework partners.
- Experience in working within the procurement rules as set out within a Local Authority.

Part B

The following criteria will be further explored at the interview stage:

- Experience of working collaboratively, having a team approach within multidisciplinary teams.

- Working with in-house service providers and internal clients.
- Self – motivated and adaptable to changes within the Local Authority environment.
- Display initiative and the ability to work flexibly, independently or in a team and experience of working to tight deadlines.
- Demonstrate commitment to Public sector values and equal opportunities.

Additional Requirements

- A clean current category B (car) driving licence.