



Job profile

Senior Quantity Surveyor

Grade K

Group: Communities and Environment

Service: Council Housing, Design & Technical Services

Location: Civic Centre

Line Manager: Principal Quantity Surveyor

Car User Status: Casual

Job Purpose

To provide all aspects of a full quantity surveying service.

The key roles of this post will include:

1. To implement the standards and policies of the service
2. To monitor the progress of individual projects, expenditure.
3. To carry out individual projects within expenditure and time constraints.
4. To deal with other services, agencies and the general public.
5. To undertake building surveys and/or establish property conditions and/or recommend remedial action.
6. To undertake cost planning and pre and post Quantity Surveying services (including dealing with Contractors).
7. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Working knowledge of Q.S computer programs
- CPI & NBS
- All aspects of the profession (including pre and post cost control and procurement)
- The implications of health and safety regulations

Experience

- Broad knowledge and experience of Quantity Surveying within the Building Industry
- Excellent communication skills with a positive approach to customer service

Qualifications

- Relevant Construction degree or equivalent
- Full Corporate Membership of RICS
- Computer Literate
- Driving licence and have access to a car.

Desirable:

Experience

- Local Authority or private practice experience.
- CATO system
- Commercial housebuilding



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences