



Job profile

Principal Quantity Surveyor

Grade M

Group: Communities & Environment

Service: Council Housing, Design & Technical Services

Location: Civic Centre

Line Manager: Design Manager

Car User Status: Casual

Job Purpose

To manage and provide a quantity surveying service, maintaining commercial information and ensuring compliance with contractual requirements.

The key roles of this post will include:

1. To contribute to the provision of the information necessary for the preparation, monitoring and review of Council Budgets.
2. To maintain professional competence in order to direct and advise employees and to ensure compliance with statutory and regulatory requirements, current best practice and that commercial processes meet council requirements across the service.
3. To manage the staff of the Quantity Surveying section, setting priorities and measuring performance against agreed targets on an on-going basis to ensure the provision of an efficient, high quality support service to the authority.
4. Ensure robust, accurate and timely cost reporting at both project and service level. Ensure accurate cash flow reporting takes place. Carry out full project cost management including forecasting cash flow and anticipated final cost.
5. To liaise with customer representatives and other outside parties on commercial issues including agreement of fees, extra services, claims and any additional payments.
6. To manage and/or undertake cost planning and pre-and post-contract Quantity Surveying services (including dealing with Contractors).
7. Such other responsibilities allocated which are appropriate to the grade or post.



Knowledge & Qualifications

Essential:

Knowledge

- Procurement, Construction and Contract legal processes within the building industry
- JCT/NEC forms of contract and of current Construction Law

Experience

- Commercial management and procurement of contractors
- Managing projects and people

Qualifications

- HND/degree in Quantity Surveying
- Full corporate membership of RICS
- Computer Literate
- Driving Licence

Desirable:

Experience

- Local Authority
- Liasing with and monitoring consultants.
- Commercial housing viability assessment



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