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| **Job Description** | |
| **Post title** | Quantity Surveyor / Estimator |
| **JE Reference No** | A6268 |
| **Grade** | 10 |
| **Service** | Regeneration, Economy and Growth |
| **Service Area** | Corporate Property and Land – Building & Facilities Maintenance |
| **Reporting to** | The post holder is responsible to the Construction Services Manager or Public Buildings R & M Manager |
| **Location** | Your normal place of work is Meadowfield Depot. However, you may be required to work at any council workplace within County Durham. |
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| **DBS** | The position is subject to DBS Enhanced Disclosure. |
| **Flexitime** | Subject to service needs the council’s flexible working policy is applicable to this post. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

**Work alongside:** Work with and across all Council service groupings.

**Responsive to:** Elected Members, Area Action Partnerships, residents, community groups, internal and external partners.

The post holder will assist in the direction and control of the staff and workload involved in the Construction Services or Public Buildings R & M Team within the Buildings & Facilities Maintenance Service.

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| **Duties and responsibilities** |

1) Support and advise the Construction Services Manager or the Public Buildings R & M Manager and other Managers regarding estimating issues.

2) To ensure that the performance targets set for the Estimating Section are achieved especially as they relate to programming and provide information as required to monitor the KPI’s set for the division.

3) Promote and develop the working practices and procedures to improve the awareness of staff with regards to Health and Safety.

4) To initiate and prepare estimates for work in conjunction with operational staff and ensure that these are undertaken in a consistent manner.

5) To integrate the process of estimating within the organisation as a whole by maintaining a positive teamwork approach and incorporating a customer care attitude.

6) Ensure all working practices and systems comply with the Quality Systems (ISO 9001:2008).

7) To ensure that the estimating function continues to be a Best Value provider of services and strives for continuous improvement.

8) To ensure self-compliance and the compliance of all allocated staff with the policies and procedures of both Durham County Council and Corporate Property and Land.

9) To promote the services offered by Corporate Property and Land to both existing and potential clients as the opportunity arises.

10) The post holder is responsible for integrating the working practices of their areas of responsibility into the organisation as a whole by invoking a positive teamwork approach.

11) To carry out any other duties commensurate with the grade and that may be allowed by the Construction Services Manager or the Public Buildings R & M Manager.

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| **Organisational responsibilities** |

Values and Behaviours

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance Management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Educated to NVQ Level 4 or equivalent in a Building / Construction discipline | * Incorporated member of a Professional body * Degree or Equivalent in Quantity Surveying (or a related subject) * Recognised management qualification |
| Experience | * Experience of preparing estimates for building/construction works to a value of £1,000,000. * Experience of using interpretation skills in reading from drawings and in the preparation of take offs. * Have a Proven track record of delivering to deadlines | * Conversant with the Building Regulations. * DDA compliance. * Experience of Microsoft Office Packages, e.g. Excel, Word, CAD and general computer literacy. * Obtaining quotations from Sub Contractors and Suppliers. * Sound Surveying skills. |
| Skills & Knowledge | * Excellent interpretation skills in reading from drawings and in the preparation of take offs. * Excellent knowledge of preparing quotations from priced bills * Ability to analyse and interpret complex technical drawings * Ability to communicate effectively, both orally and in writing * Analytical and decision making skills * Awareness of Committee management and working with Members. * Excellent IT skills * Good organisational skills * Knowledge of Quality Management Systems | * An understanding of local government * Knowledge of ISO 9001:2000 Quality Systems and Investors in People. * Systematic approach to works. |
| Personal Qualities | * Team player * Commitment to the concept and values of public service. * A flexible approach to work and a capability to work under pressure to deadlines * Self motivated and able to work under own initiative, but in accordance with corporate objectives * Ability to work in partnership with others to forge effective working relationships * Travel is an essential requirement of the post * May be required to work outside normal hours |  |