

Role Profile and Person Specification

ROLE PROFILE

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| Role Title: | Quantity Surveyor | Leadership level: | |
| JRN: | 30557 | Job family: | |
| Band: | 9 | Location: | Agile |
| Allowances: | As per contract | Politically restricted: | No |
| Department: | Estates | Vetting level: | MV |
| Reporting to: | Estates Projects Lead | Date published: | Jun 2023 |
| Posts responsible for: | Allocated Staff | | |

Part A – Job Description

Overall purpose of the role:

Provide timely cost and contract management advice in relation to Estates Department projects and programmes both in pipeline and in-flight. Monitor estates capital and revenue budgets in consultation with Finance Department.

Key responsibilities of the role:

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| 1 | Responsible for providing professional whole life quantity surveying services in relation to a range of projects and programmes. |
| 2 | Provides contractual support and cost advice to the Estates Team in and is a subject matter expert and professional point of contact on all QS, contract and cost management matters. Works collaboratively with colleagues and internal stakeholders such as Finance and Procurement. |
| 3 | Prepare budgets for all project stages, including for the purposes of compiling business cases following Green Book methodology. |
| 4 | Prepare options appraisals, feasibility costs scope/specification and contract arrangements/conditions for a range of Estates projects and programmes. |
| 5 | Liaise with design teams and advise on cost implications of differing construction methods, types of contract, specifications and materials. |
| 6 | Prepare tender documents, bills of quantities, manage the tender process in conjunction with Procurement Department, evaluate tenders, including any value engineering. |
| 7 | Submit regular cost reports and payment certificates and negotiate final accounts. |
| 8 | Monitor and manage all estates capital and revenue budgets in conjunction with Finance Department including budget setting. |
| 9 | Manage contract dispute resolution and supports the management of external consultants/contractors to ensure their compliance with the governance framework, financial regulations and statutory responsibilities. |
| 10 | Perform contract administration role on allocated contracts ensuring that agreed standards in relation to cost, time and quality are achieved. |
| 11 | Contribute to estates strategy formulation through close consultation with service users in order that adjustments to the estate can be planned to suit business change in the most efficient manner. |

Part B – Scope of contacts

Internal / External relationships:

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Internal: Area Commanders and Heads of Departments, internal stakeholders across area commanders and departments.

External: National Police Estates Group, Contractors, Service providers, external technical & legal consultants.

Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

Part D – Continuous Professional Development (CPD) role 6 months

First 6 months

1

2

3

4

12 months and beyond

5

6

7

8

9

10

11

12

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Part E - PERSON SPECIFICATION

| Criteria | Essential | Desirable | How to be assessed |
|--|--|----------------------------------|-----------------------|
| Qualifications, knowledge and experience | <p>Degree in quantity surveying</p> <p>Membership of a relevant professional institution</p> <p>Knowledge and use of JCT and NEC forms of contracts and contract remedies</p> <p>Evidence of continuous professional development.</p> <p>5 years post qualification experience in quantity surveying and cost management</p> | Project management qualification | Application/interview |
| Planning and organising | <p>Good planning and organising skills to achieve required objectives.</p> <p>Excellent command and comprehension of detail in data</p> | | Application/interview |
| Problem solving and initiative | Ability to analyse problems and make effective decisions and resolutions. | | Application/interview |
| Management and teamwork | Ability to work effectively across multi-disciplinary teams of internal and external stakeholders. | | Application/interview |
| Communicating and influencing | <p>Ability to communicate effectively to senior managers as well as internal and external stakeholders</p> <p>Must be able to communicate clearly, honestly & concisely both orally and in writing in a persuasive and accurate way.</p> | | Application/interview |

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| Other skills and behaviours | | | Application/interview |
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