

**London Borough of Havering
Job Profile**

Job Title: Quantity Surveyor	Directorate: Housing Services
Service/Section: Property Services	Post Number(s): Job Evaluation Number: JE2843
Grade: G9	Date last updated: 26/04/2021 Date of last Evaluation: 26/04/2021

Main Purpose of the Job / Key Objectives:

1. To assist the Senior Quantity Surveyor on procurement strategies for all procurement within Property Services and to ensure that all contract specifications and/or partnering frameworks meet with the requirements of Housing Services' Investment Programme and to scope, specify and procure specific projects as directed by the Senior Quantity Surveyor, in line with the Council's contract procurement rules and all relevant legislation
2. To assist the Senior Quantity Surveyor in the management and control of Planned Works budgets and provide commercial advice in relation to refurbishment and improvement schemes.
3. To assist Project Managers in undertaking commercial negotiations, cost control, contract management and re-charging of leaseholders
4. To provide expert advice on all contractual matters including claims and disputes
5. To develop and implement the client role as appropriate in the delivery of the capital programme through external service providers.

Job Context:

1. The post holder reports to the Senior Quantity Surveyor.
2. The post holder has no line management responsibility but will have a mentoring responsibility for one Assistant Quantity Surveyor at Grade 4
3. The post covers a 36 hour week, with the occasional requirement to work outside 'normal' office hours.
4. The post is agile working; partly office based, partly home working and partly site based where the postholder will be required to visit construction sites on a

regular basis to conduct inspections and valuations. This will involve physical activity, such as the use of ladders and other inspection aids, in all weathers

5. The postholder has Financial responsibility for a number of capital work projects, individual projects up to £15m and total will be dependent on the number and complexity of projects worked on

Experience and Qualifications

- Relevant Construction Qualification minimum Degree level or equivalent
- Membership of RICS, RIBA or CIOB
- Previous experience in a property services organisation with a certificated level of technical competency in an associated activity.
- Substantial experience of working in a technical, property services environment.
- Substantial experience of producing budget estimates at feasibility stage & developing costs through detailed design stage.
- Substantial experience in advising on and producing tender & contract documentation.
- Substantial experience in financial management & cost control on projects in up to £5m.
- Experience of life cycle costing and value engineering principles.
- Experience of performance and data management.
- Excellent communication and customer care skills.
- Excellent knowledge of estimating, procurement, contract administration, law & building technology
- Substantial experience in the management of contractors and supply chain using performance and budget cash flow management.
- Knowledge of grant application process under various funding regimes.
- Experience and knowledge of Local Government practices and procedures.
- Ability to communicate effectively and sensitively with customers, complaints staff, officers of LBH and contractors – orally and in writing.
- Ability to write detailed specifications and other contractual documents as appropriate.
- Able to use Microsoft Office software i.e. Word and Excel or equivalent software, use electronic mail and be comfortable using a variety of remote communication packages such as Skype, Zoom and Teams
- Ability to develop relationships with external partners, in an open and consistent manner, to improve service delivery to customers.
- Excellent knowledge of the elements of capital investment and property maintenance contracts.
- Excellent knowledge of procurement and probity requirements, including OJEU compliance.
- Understanding of Egan principles and their development in partnering relationships.
- Ability to work quickly and effectively with minimal supervision
- Able to prioritise, plan and manage own workload and projects to meet conflicting work demands and deadlines
- Flexibility and adaptability in the range of duties to be delivered
- Professional attitude and demeanour, credibility and presence in groups
- Awareness and application of health and safety issues.
- Commitment to promoting equality and diversity through LBH in service delivery to the community, in relations with colleagues and in employment practices.

Working conditions/circumstances

- The post holder may be required to work evenings, weekends and occasional public holidays in order to meet service requirements.
- Able to undertake site visits and access all parts of building sites including the use of ladders and scaffold
- The post holder must have the ability to drive, hold a valid driving license suitable for use in the UK and have access to a vehicle for use at work
- You will be required to work at any Council office and at home.
- Undertake any other duties commensurate with the general level of responsibility of this post.
- The post is agile working; partly office based, partly home working and partly site based where the postholder will be required to visit construction sites on a regular basis to conduct inspections and valuations. This will involve physical activity, such as the use of ladders and other inspection aids, in all weathers.

Key Accountabilities and Result Areas

Key Result Area	Expected End Result
Responsible to the Senior Quantity Surveyor for the development of those elements of the Service Plan relating to Decent Homes and capital investment programmes, and for their successful delivery.	Capital investment programme delivered in line with service delivery timescales, standards and budget.
Develop and maintain the highest levels of service delivery through complex contractual arrangements, including but not exclusively, modern partnering arrangements with the private sector	Robust and productive partnership arrangements are in place procured in line with EU (where relevant) and UK regulations.
Collect and assess market information and developments relating to the Egan Principles of partnering, and how these may be used to improve existing partnership working, and in order to benchmark performance and develop service excellence.	
Help measure service delivery against specification by producing regular, and objective performance	Key Performance Indicators (KPIs) for service delivery are achieved.

data against specified targets in line with the Service Plan, performance management and any Best Value Improvement Plans that are adopted.	
Devolved budget responsibility for capital investment and planned revenue works of varying value per annum, but generally with a minimum of £5m.	Capital investment programme is delivered within budget.
Responsible for identification of issues likely to impact programme	Make regular visits to the projects in contract, attending the site meetings and advising of difficulties being encountered or likely to be encountered. Check that progress is maintained according to the building programme and advise on any likely cause for delay.
Work collaboratively to deliver a quality product.	Work in collaboration with other members of the Project Team and clients to ensure projects, both pre and post contract, run smoothly and objectives are achieved
Develop the quantity surveying service to deliver best practice in the field	Continuously monitor the performance of the quantity surveying service and show commitment to proposing improvements and new ways of working
Represent the Senior Quantity Surveyor	Represent the Senior Quantity Surveyor as necessary and appropriate
Arrange and conduct investigations of specific service complaints and other matters which relate to technical and contractual issues	Procedures are in place and are applied consistently to ensure excellent customer satisfaction

Competency Profile

Competency	Level	Criteria to be Evidenced (Description)
Communicating openly and effectively	C	<p>Communicates complex information to others effectively</p> <p>Is a clear and persuasive communicator, using influencing and negotiating skills when necessary</p> <p>Actively listens to, respects and values the view of others</p> <p>Presents succinct, well-balanced information orally and in writing, with clear outcomes</p>

Competency	Level	Criteria to be Evidenced (Description)
		<p>Sets up opportunities to influence others prior to decisions being made</p> <p>Understands and responds to organisational politics</p> <p>Facilitates discussions to achieve collective objectives</p> <p>Creates an environment where teams are encouraged and developed, to enable them to communicate effectively</p> <p>Has knowledge of policy, procedures and legislation that support safeguarding children and adults activity, and communicates this to their staff</p> <p>Knows what to communicate and where to report if they are concerned about an adult or child being at risk of abuse (*Adult and Children's Services)</p>
Achieving Results and Success	C	<ul style="list-style-type: none"> • Evaluates and monitors performance • Uses knowledge of social and political dynamics to achieve results • Encourages organisational learning and continuous improvement • Demonstrates integrity, fairness and consistency in decision making • Sets demanding but achievable objectives for self and others • Achieves results through effective management of self and others • Identifies and manages risk • Assumes personal responsibility for making decisions, identifying solutions and achieving the best possible outcomes
Planning and Implementing	C	<ul style="list-style-type: none"> • Develops, monitors and adjust plans as necessary • Leads projects and plans for resources required to deliver • Communicates the plans to appropriate staff/stakeholders • Uses appropriate range of tools and techniques to plan and manage the process/project • Focuses on results and delivers outcomes • Shows determination and commitment • Shows flexibility
Respecting Others	C	<ul style="list-style-type: none"> • Develops a culture of Equality and Diversity • Empowers people to achieve best practice in this area • Adapts to different audiences • Demonstrates integrity and consistency in decision making

Competency	Level	Criteria to be Evidenced (Description)
		<ul style="list-style-type: none"> • Ensures team members value diversity • Demonstrates clear and consistent leadership in promoting equality and diversity • Ensures full access to services for all • Responds efficiently and appropriately where there is evidence of unfairness • Respects confidentiality wherever appropriate • Challenges inappropriate behaviour • Upholds a high standard of fairness and ethics in words and actions

Additional Requirements:

The following clauses must be included in all Job Profiles.

- The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
- Comply with Health and Safety Regulations associated with your employment.
- Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.
- To treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees access to and use of the council's databases, any breach of which will be regarded as subject to disciplinary investigation.
- You may be required to work at any Council site.
- Demonstrate a flexible approach in the delivery of work within the service area. Consequently, the postholder may be required to perform duties not specifically identified in the job profile but which are in line with the general responsibilities of the post.
- Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures.