

GREENWICH COUNCIL

JOB DESCRIPTION

DEPARTMENT DIRECTORATE OF HOUSING SERVICES

POSTHOLDER

SECTION TECHNICAL SERVICES – QUANTITY SURVEYING SECTION

GRADE PO4

POST DESIGNATION QUANTITY SURVEYOR

Job Purpose

To be responsible to the Senior Quantity Surveyor for undertaking the full range of quantity surveying duties on traditionally procured and “partnered” contracts for the Directorate and the preparation and cost management of capital and planned external maintenance contracts and term contracts for repairs, mechanical and electrical services and other major term contracts.

Manages up to 2 staff

Main Duties

- 1) To act as Quantity Surveyor on all assigned Term or Capital projects with duties to include:-
 - a) Preparation of cost estimates, cost plans, schedules of rates and cost reports.
 - b) Provision of advice on procurement methods.
 - c) Preparation of briefs to Consultants.
 - d) Development of contract documentation ensuring contracts conform to legislative and Council requirements.
 - e) Preparation of specifications.
 - f) Tendering of contracts and evaluation of tenders returned.
 - g) Preparation of valuations and preparation and agreement of final accounts.
 - h) Provision of advice on relevant contractual matters and management of contractual claims and disputes.
 - i) Preparation and provision of requested and defined regular cost and progress reports to Contract Administrators and Directorate Management Teams.
 - j) Monitoring and reporting on cost and performance.
 - k) Collection, compilation and assessment of defined Key Performance Indicators (KPI's).
 - l) Maintenance of contract documentation in accordance with Corporate and Directorate standards and requirements.
 - m) Preparation of schedules, minutes and reports on allocated projects.
 - n) Attendance at all relevant meetings including partnering core group meetings as required.

- 2) Responding to and dealing with reports from Contract Administrators and Housing Management in respect of variations in service provision/requirements and of poor performance.

- 3) To manage, motivate and supervise Professional and administrative Staff assigned.
- 4) To prepare project programmes, including assessing staff requirements in conjunction with the Project Manager (where appointed) and the Senior Quantity Surveyor (Term contracts/Capital) and update the programmes as required co-ordinating quantity surveying activities to ensure programme objectives are achieved.
- 5) To develop and support partnering contracts, framework agreements, supply chain management and related partnering techniques and to represent the Authority at Core Group meetings as directed.
- 6) To actively engage in the work of the Core Group and attend meetings as the Authority's representative as appropriate.
- 7) To analyse Term Contract expenditure patterns, review schedules of rates, key performance indicators and related contract components, make recommendations to ensure value for money and in compliance with contract requirements.
- 8) To prepare surveys, condition surveys, and schedules of condition in conjunction with other staff as required; to provide Bills of Quantities for building services and other minor term contracts.
- 9) To check specifications and other technical reports produced for the Directorate and advise on suitability.
- 10) To prepare financial statements on all aspects of the section's work as directed and required by the Senior Quantity Surveyor (Term contracts/Capital), liaising with the Directorate's Finance section/Project Manager/Contract Administrator as appropriate.
- 11) To scrutinise valuations and final accounts produced by other Technical staff and to audit final accounts prepared by other staff.
- 12) To be familiar and up to date with legislative and professional developments and changes and to attend identified and relevant training and professional development opportunities as instructed.
- 13) To provide advice and assistance to the Repairs centre Managers on interpretation of contract terms and conditions, and to other sections of the Directorate, other directorates and Members and to respond to enquiries from the Housing Management Contractor/Client, members of the public and Members as required.
- 14) To prepare and present reports to project related meetings, committees, public meetings and working parties as required.
- 15) To formulate policies and procedures for use within the section and elsewhere in the Directorate and in monitoring their effectiveness and the quality of service provided.

- 16) To undertake the training and career development of staff as required and to also participate in recruitment of Staff as directed.
- 17) To assist the Senior Quantity Surveyor (Term contracts/Capital) in the development, introduction and operation of standard computer applications for basic quantity surveying functions, assisting in the preparation of specification/user requirements for development of advanced information systems and advise on the selection and acquisition of specialist quantity surveying software to assist in the effective delivery of the Section's services.
- 18) To undertake site survey work including visits to tenants homes in the development of contract terms and conditions, including Key Performance Indicators.
- 19) To undertake ad hoc projects as required and undertake any other work appropriate to the level and general nature of the post's duties.
- 20) To carry out all duties with due regard to the provisions of health and safety regulations and legislation, the Council's equal opportunities and customer care policies, and the New Technology agreement.

Designation to Post to which Postholder normally reports:

Senior Quantity Surveyor