**Job Profile Information:** Quantity Surveyor

**This supplementary information for Quantity Surveyor is for guidance and must be used in conjunction with the Job Capsule for**

**Buildings and Structures Job Level 5 Zone 1, Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

The Council has three quantity surveyors in the Property Management Division who help the Council make sure final accounts are accurate, pricing documents are produced, tenders evaluated and processes for valuing and managing work are developed and improved. The QS’s also support service managers during contract negotiations.

**Example outcomes or objectives that this role will deliver:**

* Undertake financial analysis of tender returns and production of tender analysis reports for the £250m Better Homes programme
* Production and validation of complex pricing schedules for uploading onto the Council’s works management system
* Monitor financial aspects of capital and revenue work programmes, making sure contractor pricing is accurate and reflect works undertaken on site
* Review contract conditions and advise on contract administration and adjustment of payments
* Monitor market costs of construction activity and prepare cost comparison reports
* Analyse final accounts prepared by consultants and contractors including re-measurement of works where required. Challenge discrepancies and negotiate corrections, escalating where agreement cannot be reached.
* Validate the service charges to be recovered from leaseholders and provide cost and contractual analysis as required for Leasehold Valuation Tribunals

**People Management Responsibilities:**

The post holder will not manage staff, however consultants are engaged from time to time and these may require tasking and monitoring.

**Relationships:**

The post holder will be required to work with staff at all levels of the Council and also with senior contractor representatives and consultants. Attendance at meetings with Members and residents may be required from time to time.

**Work Environment:**

* The post holder will be expected to have frequent contact with residents, contractors, and all internal and external stakeholders and to take / recommend decisions that impact upon service delivery
* The post holder will be required to be adaptable, working in an environment that is subject to changing and conflicting priorities, meeting tight deadlines which can change on a daily basis.
* The post holder will be required to complete tasks without close supervision. Required to liaise with various teams and services across the Council. Key contacts are likely to include residents, contractors, members, senior management and consultants.
* The post holder will be expected to visit construction sites and premises where they may be subject to noise and dirt and as necessary carry out inspections in line with the requirements of the post. This can involve being outside in all weathers.
* This role will involve attendance at evening meetings, working to tight deadlines and some out of hours events.
* The post holder will be required to visit site and access scaffolding or use ladders as required. The Property Management Division primarily operates across three locations – Jamestown Road in Camden Town, 5 Pancras Square in Kings Cross and Holmes Road in Kentish Town.

**Technical Knowledge and Experience:**

* The post holder will be required to use IT including PCs, laptops, mobile phones, cameras and implements related to construction works. They will also be expected to utilise handheld mobile devices for the purposes of inspection on site and data input
* Proven experience of delivering the financial aspects of construction work
* Ability to develop and operate complex spreadsheets to analyse tender pricing and, where relevant, make sure prices are in line with framework rates
* Experience of contract administration, for example evaluation of compensation event notices or extension of time claims.
* Proven experience of liaison with contractors, residents and a range of stakeholders in relation to construction activities including interface with consultants.
* Experience of cost control of works including production of specifications, valuation of works, production and interrogation of final accounts.
* Experience of report writing and use of IT to present and communicate complex issues and data
* Experience of resolving disputes within a construction environment
* Proven experience in the delivery of day to day cost control and specifying solutions to any recurring or complex day to day matters
* Experience of pricing and managing risk
* Knowledge or experience in open book accounting and supply chain management
* Understanding of leasehold service charge issues
* Hold a relevant qualification in construction cost management or professional qualification in quantity surveying.
* Desirable – The post holder will maintain professional membership of the Royal Institution of Chartered Surveyors or other construction professional body

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.* The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit: <http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

**Structure Chart**