

Quantity Surveyor – Grade 12

Job Purpose

Huddersfield's towns and valleys weave together vibrant, young, dynamic communities with breath-taking Yorkshire landscape. The Kirklees area has built on its proud industrial heritage by being a place that encourages innovation and entrepreneurship.

Our vision for Kirklees is to be a district which combines a strong, sustainable economy with a great quality of life – leading to thriving communities, growing businesses, high prosperity and low inequality where people enjoy better health throughout their lives. This vision is supported by our Health and Wellbeing and Economic Strategies, and backed up by our newly adopted Local Plan and a transformative investment programme's:

This is an exciting and challenging time and we are currently expanding our team to manage and deliver construction related projects, to achieve the Council's ambitions.

The Council aims to revitalise Huddersfield Town Centre, transform Dewsbury Town Centre and North Kirklees, deliver significant housing growth in line with the new Local Plan and provide the infrastructure required to enable this to happen including new schools, leisure facilities, specialist accommodation and roads.

This role is based within Growth and Regeneration as an Officer in the Council's Capital Development and Delivery Team. The team provides Client-side construction-based project management and quantity surveying services to the Council. The team delivers a wide variety of major projects and programmes involving new build and extension / remodelling schemes relating to schools, leisure centres, offices, depots, blocks of flats, listed buildings for example. This involves large scale and increasing Capital investment which currently includes circa £180m of Corporate Capital Projects and the £250m Blueprint for Huddersfield.

Your role will be to provide the full range of Quantity Surveying services on complex projects as required under a commission including all Pre-Contract and Post-Contract services.

You will initiate, develop, and promote the professional, commercial and contractual factors affecting service delivery, including applying information technology to best advantage.

As a competent practitioner you will possess the necessary skills to support, motivate and lead people, provide support to the wider team, work in a supportive manner with colleagues and partners, and contribute to the needs and continuous improvement and development of the Service and its employees.

This role is based within Growth and Regeneration

Find out more about [working for Kirklees](#).

Key Areas of Responsibility

- Achieving team aims and improving staff performance, responding to change to improve service delivery. Meeting customer expectations.
- Effectively employed resources to meet financial targets and service objectives. Planned workloads to meet target aims, reprioritised resources to meet deadlines.
- Achieving personal targets and identifying development needs, effective contribution to organisational goals.
- Positive working relationships with customers and colleagues to ensure project objectives are delivered in a courteous and professional manner.
- Ensuring the service is cost effective and the section operates as a successful business unit and cost centre through monitoring and provision of accurate performance management information.
- Projects and staff managed effectively to meet service improvement plans, customer objectives and capital programmes.
- Commissions completed in full, to the quality, time and cost requirements of the brief. Option appraisals, feasibility studies and cost estimates meet customer requirements. Resources utilised to achieve the financial target required for each commission.
- High standards of customer care and professionalism are observed at all times when dealing with customers and colleagues through effective communication methods (inter-personal and ICT).
- A high level of customer satisfaction is achieved by proactively seeking feedback from customers. Customer feedback is built into service delivery and customer complaints are dealt with effectively.
- High standards of professionalism in the delivery of services. Levels of competency are maintained within the team in accordance with the requirements of the appropriate professional body. Projects are delivered to uniform standards following the quality management procedures of the Service.
- Pre-Contract services are delivered effectively on complex projects and measured quantities meet the New Rules of Measurement. Suitable procurement arrangements are used including form of contract, insurance responsibilities, warranties and bonds.

- Produce estimates in early design stages for stage sign offs and project approvals.
- Ensure full compliance with EU Procurement and Public Procurement Rules
- Estimates of prime cost and provisional sums establish levels of contingencies on complex projects. Contract documents are prepared to suit the adopted form of contract and tenders received contain no errors.
- Assess and process Contractor payments
- Assess and make recommendations when dealing with any Contractor claims in conjunction with / and in support of the Project Manager.
- Post-Contract services are delivered effectively on complex projects and work is valued to enable interim payments to be made. Financial control is exercised and projects comply with specifications. Detailed cost reports are produced and draft instructions valued. Requests for extensions of time and additional expenditure are dealt with effectively.
- Final Accounts are prepared and agreed including checking the accounts of specialist sub-contractors.
- Construction Partnering Frameworks are set up when required. Target price frameworks and open book cost mechanisms are set up and commercial agreements negotiated.
- Full compliance with all statutory requirements, codes of practice, current legislation and standards in relation to building construction and the use of buildings. Principal Designer or Designer duties under the CDM Regulations are followed where training has been given.
- Pollution is prevented and environmental performance is continuously improved in accordance with environmental policies and legislation.
- All sectors of the community are recognised to ensure the appropriate level of service is available to everyone. Individual and institutional barriers are addressed to achieve equality for both employees and customers of the Council.

Position of job in organisational structure



Employee Specification

Knowledge, Qualifications, Skills and Experience	Shortlisting Criteria
Project and Programme Management. Planning, delivering and evaluating a series of interrelated activities, undertaken to achieve a specific end result within a set timeframe, working to formal project management methodology.	Essential
Have a Quantity Surveying related qualification to graduate level and have appropriate experience within a multi-disciplined professional design organisation. Preferably you will be a Chartered member of RICS with significant post qualification experience.	Essential
Financial Management. Managing, controlling and using financial resources, assessing financial implications of actions, monitoring and reporting on variances, identifying remedial actions as a result of variances.	Essential
Professional Practice. The development of the professional, commercial, contractual and legal factors affecting the Service. Understanding of construction and procurement processes, contract administration, technical language and information, interpreting these for others. The ability to apply financial control and manage the complexities of multi and single disciplinary design projects in a politically sensitive and commercial environment.	Essential
Environmental Awareness. Recognising and acting to prevent pollution, continuously improve environmental performance, and to comply with environmental policies and legislation.	Essential
The Council provides Pool Cars which can be utilised by staff when available, however in approved circumstances an allowance will be paid if you have the ability to travel to and from sites by private car or public transport. Reasonable adjustments may be made for disabled applicants who would find this a barrier to their application.	Essential
You may also be required to attend project meetings outside of normal office hours.	Essential

Behaviours and Expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General Information

See your responsibilities related to [Safeguarding](#).

This job requires you to work flexible hours and on occasion you may also be required to attend project meetings outside of normal office hours.

Individuals must be able to travel independently to and from various locations away from the office in order to carry out the duties of the job such as construction sites or consultant's offices therefore a driving license or ability to travel across sites independently is required.

In addition, individuals need to be able to visit construction sites, and be able to ascend and descend scaffolding as an example, on accompanied visits. Reasonable adjustments will be considered for applicants with a disability.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category		Grading ID	
Job ID		Last Updated	
Job Focus		Career Progression	

Contractual Variants

DBS Category		DBS Type	
Health Check		Politically Restricted	
24/7 working		Public Holidays	
Night Working		Alternating Pattern	
Standby		Other	
Checked by HR			