

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Quantity Surveyor

Grade: PO6

Reports to Contracting Procurement and
Commercial Manager

Directorate: Quality and Investment

Section: Housing

Main Purpose of the job:

Reporting to the Managing Quantity Surveyor (MQS), you will provide assistance in the successful management and control of the commercial, financial and contractual elements of all works carried out by the Repairs Department and their Contractors, ensuring that payment for works meet contractual obligations and commercial requirements.

Support the Head of Service and MQS with thorough knowledge of building construction, different forms of contract, contract management and quantity surveying procedures, ideally with experience in the Social Housing Sector.

To support the Head of Service and MQS in compiling tender documents for various works and services packages and have experience of managing a tender from release through evaluation and contract award.

To attend Contractor Review meetings and provide financial information in relation to cashflow, contract variations and manage all risks and opportunities for the extent of the project(s) that you are responsible for.

To provide monthly Contract Valuations and forecasts to the MQS so that these can be incorporated into Repairs and Capital Programme Board reports, including any risks and variations that will impact on Cost, Quality or Programme.

Summary of Responsibilities and Personal Duties:

Within this role you will provide Quantity Surveying services across the Housing Directorate and other Property functions as required, which include all aspects of housing, including but not limited to major works, minor works, building safety, compliance, refurbishment, repairs, cyclical decorations and voids.

These responsibilities include:

1. The provision of a professional and cost-effective quantity surveying service both pre and post works contract.
2. Budgetary and value analysis and production across all work streams
3. Administration and authorisation of Contractor works order variations against NHF schedule of rates, scopes of works and other pricing schedules to ensure cost control and value delivery.

4. Commercial management of contracts, to include the production and assessment of valuations, claims and budget-monitoring data.
5. Leading on the day to day financial monitoring and reporting of works to social housing properties (all types).
6. Support colleagues across the Housing Directorate and other Property Services on all commercial aspects of the works undertaken.
7. Provide reports on a monthly and ad-hoc basis to the MQS and Head of Service to facilitate reporting to board.

Generic responsibilities

1. Maintain excellent customer service in all areas of work and ensure continued personal development.
2. Comply with all Lewisham Council policies, including contractual standing orders, financial regulations and all HR policies and procedures including Health & Safety and Equality & Diversity

This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended in the light of the changing needs of the organisation.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

PERSON SPECIFICATION

JOB TITLE: Quantity Surveyor

POST NO: TBC

DEPARTMENT: Housing

GRADE: PO6

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'X' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Skills & Experience	Essential	Desirable	
Experience of working in a similar environment (Social Housing sector)	X		Application
Quantity surveying and commercial management	X		Application
Experience of successfully managing the commercial aspects of a variety of Construction Projects	X		Interview
Experience of conducting tender exercises for packages of works or services	X		
Up to date knowledge of industry innovations/challenges and regulations		X	Application, interview
Education and Qualifications			
A relevant subject matter qualification	X		Application

DBS Disclosure Required? No Basic Enhanced

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post