


GLPC Job Description

	Job Title	Quantity Surveyor (Procurement, Major Works & Refurbishment)
	Directorate	Resident Services
	Department	Property Services
	Grade	PO5
	Reports to	Major Works and Refurbishment Manager
	Staffing Responsibility	None

Job Purpose:

1. To support the Major Works and Refurbishment Manager on the direct and indirect delivery and operation of contracts for the management of multi-million pound services including: repairs, maintenance, voids, compliance and construction work.
2. To assist on the provision of commercial, financial, risk management, procurement and contractual advice to ensure contract processes deliver agreed outcomes for the Council, residents and stakeholders that meet the Council's objectives and affordability targets.
3. To support and assist the Major Works and Refurbishment Manager in the production and negotiation of contracts (legally binding where appropriate) with contractors, suppliers, in-house departments, consultants and other commissioners.
4. To provide advice and support to the council on all aspects of contracting and sub-contracting and to support other sections and departments and their teams in contract discussions and negotiations. To support the continued development of effective contract management arrangements within the council in response to national and local and economic changes.

Principal Accountabilities and Responsibilities:

1. Make a positive contribution to the delivery of the contracts and commissioning services; this will include working flexibly and positively to achieve the objectives of the council.
2. Provide specialist commercial expertise and construction knowledge including maintenance and market intelligence to extend the benefits from procurement to the management of contracts.
3. Support each stage of the commissioning and contract management cycle. Realise the benefits from greater cross-council collaboration as well as effective partnership and supplier relationship management.

4. Provide advice and assist in developing commercial business cases for commissioning, procurement, and contract and risk management of programmes, projects and new business opportunities.
5. Work independently, with the courage to challenge the status quo and at the same time work collaboratively across a range of programmes and projects to enable successful outcomes.
6. Oversee budgetary management and the production of contract accounts and financial reports. Review variations proposed by project and programme stakeholders to commissioned or contracted services.
7. Assist with the management of capital and revenue budgets for agreed commissioned and contracted services, ensuring compliance with contractual arrangements, financial controls and agreed service specification and standards. Prepare or review estimates for capital and revenue bidding purposes.
8. Develop performance and monitoring systems in relation to budget, forecasting, variance reporting, volume performance and KPIs and provide regular analyses and reports on the capital and revenue programme's economic effectiveness. Update progress on all tasks, targets and milestones within Property Services as required, including developing business plans and budget profiles.
9. Initiate, develop, prepare and present complex reports and carry out complex work on a number of diverse subjects, involving statistical analysis, in relation to the above range of duties, often where recognised general principles are not completely adequate to determine procedures and decisions. This may involve working out own approaches to major problems.
10. Support and challenge underperforming suppliers. Work with key stakeholders to develop future support needs and reflect these in contractual arrangements, key performance indicators and quality measures against which providers can be assessed.
11. Build and maintain effective business relationships with providers, partners and stakeholders to ensure the intended outcomes and maximum value is achieved in a sustainable and affordable way.
12. Develop and maintain strong relationships with and support Finance, Housing, the Strategic Asset Team, the Repairs and Voids Team, the Compliance Team and the Council on performance management, programme management, financial planning, budget setting, budget optimisation and expenditure management.
13. Assist with the preparation of the Housing Asset Management Strategy and investment options, cost modelling and work programmes, taking account of current and projected trading and market conditions. Provide detailed estimates for Capital and Revenue bids and annual plans and liaise with corporate colleagues in the preparation and monitoring of budgets.
14. Develop and advise on all types of contracts, framework agreements, open book accounting, competitive dialogue methodology, supply chain management and related partnering techniques.

15. Assist in the settlement of matters arising from liquidation and receivership of contractors and consultants, in liaison with other teams. Organise any action required with respect to the financial effects of emergencies affecting the Council's housing estate.
16. Support the Major Works and Refurbishment Manager Major Works and Refurbishment Manager to initiate and lead the development of value engineering and management, process engineering, risk management, whole life costing including sustainability issues, to both capital and revenue programmes to ensure value for money.
17. Develop and maintain an in-house cost information database for the various work programmes to provide better and accurate budget estimates and cost advice. Compile and update a database of sources of information on published cost data, indices, forms of contracts and consultants' services and other relevant technical matters.
18. Challenge conventional local government approaches to enable the organisation to drive greater efficiency and effectiveness through the development of best practices and innovative commissioning, contracting, market development and resource management.
19. Manage assigned projects or programmes, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard. Execute the project according to the agreed project plan. Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
20. Ensure compliance with Council processes and procedures for project and programme design and procurement and ensure full compliance with standing orders, statutory and other regulatory requirements.
21. Prepare consultants briefs and tender documentation, select, appoint and manage consultants to ensure effective service delivery. Develop, manage, monitor and assess performance indicators for all contractors and consultants
22. Work with teams consisting of engineers, surveyors, quantity surveyors, housing managers, finance staff and consultants to commission, contract manage, budget manage and cost control agreed projects and programmes.
23. Establish a communication schedule to update stakeholders including appropriate staff in the Council on the progress of the project or programme. Review the quality of the work completed with the project team on a monthly basis to ensure that it meets the project standards.
24. Monitor and approve all budgeted expenditures. Develop and monitor cash flow projections and report actual cash flow and variance to senior management on a monthly basis. Ensure that all financial records for the project or programme are up to date. Be accountable for, and control, project or programme expenditure including authorising payments.
25. Prepare and gain approval for all reports related to the project or programme and its procurement. Set up files to ensure that all project information is appropriately documented and secured.

26. Engage with customer involvement activities and promote attendance with key stakeholders. Update the corporate website, Yammer or other internal communications and social media as applicable.
27. Provide an end to end solution focused approach that creates an environment that supports officers in identifying potential for improvements that will increase first touch resolution, customer satisfaction and channel shift. This includes the investigation and resolution to complaints and Member enquiries covering a range of council services.
28. Maximise the quality of data upon which your service depends, and ensure that effective record keeping is in place across your team.
29. Actively look for ways to improve service efficiency and develop a continuous improvement approach in service delivery. Strive to 'do more for less' in order to meet future financial challenges.
30. Working efficiently in a demanding, fast paced, team orientated and changing environment and effectively adapting oneself whilst initiating, leading and supporting staff through change.
31. Utilise personal observation, quality assurance and audit findings, and feedback from team members and customers to initiate and embed service improvements.
32. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
33. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
34. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
35. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	Not required
Politically Restricted	No

Person Specification

	To be identified by: <i>Application Form(A)</i> <i>Test/assessment (T)</i> <i>Interview (I)</i>
Qualifications and Professional Membership requirements: <ol style="list-style-type: none"> 1. Educated to degree level or equivalent relevant experience. 2. Chartered status and full membership of RICS, RIBA, CIOB or CIBSE (desirable) 	A A
Knowledge: <ol style="list-style-type: none"> 1. Sound knowledge of procurement legislation and procedures. 2. Evidence of significant relevant Continuing Professional Development (CPD). 3. Use of procurement software 	A/I A A
Experience: <ol style="list-style-type: none"> 1. Extensive experience of developing effective contract specifications and procurement documents. 2. Demonstrable knowledge and experience of the social housing maintenance and refurbishment contracts. 3. Understanding and experience of the procurement process, contracting and performance monitoring. 4. Experience of providing effective commercial, financial, risk management, procurement and contractual advice. 5. Experience in monitoring risks relating to contracting and commercial activities. 6. Experience of delivering practical solutions to improve service deliver. 7. Strong budget and financial management and planning experience. 8. Experience of working with contractors and consultants in a service delivery environment. 9. Evidence of strong collaborative working skills with experience of working with multi-disciplinary teams and diverse range of services. 	A/I A/I A/I/T A/I I I A/I/T A/I A/I

Skills and abilities: <ol style="list-style-type: none"> 1. Excellent understanding of the financial and technical aspects of contracts and contract procurement and accounting. 2. Able to understand complex legal documents and provide sound advice. 3. Excellent working knowledge of contracts and procurement legislation. 4. Good understanding and knowledge of relevant housing legislation, including in relation to construction, maintenance and service provision. 5. Excellent interpersonal communication skills and able to build and maintain effective business relationships with providers, partners and stakeholders. 6. Demonstrate the ability to work as a team towards common goals, creating a sense of team spirit. 7. A dynamic, committed individual with the resilience and drive to cope with the demands and pressures of the post including the ability to cope effectively at times of crisis. 	A/I A/I A/I A/I A/I A/I I
---	---

List desirable criteria:	
---------------------------------	--