

## Job description

Post title: Senior Quantity Surveyor  
Service area: Housing Property Services  
Grade: P04  
Reports to: Commercial Manager  
Your team: Capital Programme Delivery  
Number of supervisees: 1

## Our ambition

We are determined to make Islington fairer. To create a place where everyone, whatever their background, has the opportunity to reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused and supported to give their very best.

We want to build an organisation where employees feel valued, inspired and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every new recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents in order to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

## Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.

## Budget responsibilities

The post holder will have responsibility for projects totalling a value of up to £15M pa.

## Work style

Flexible/Office-Based/ Site Visits as necessary

## Primary Job Function

The Senior Quantity Surveyor will be responsible for supporting the Group Leader in service development, statutory and professional accountabilities and the service delivery of the Cyclical Improvement Programme.

The Senior Quantity Surveyor will cover the larger and more complex projects, providing advice and mentoring to junior colleagues.

The purpose of this role is to provide Quantity Surveying expertise and to develop best practice in contract and financial management. To ensure the partnering contractors are providing Islington with best value and to lead on driving continuous improvement and best value from the contracts. There are two Partnering Contracts for the execution of planned maintenance and general works involving redecoration, internal and external refurbishment works such as kitchen, heating and bathroom remedial and repairs and associated works, together with external works such as landscaping, door entry system, roof renewals etc. to Islington Council's housing stock and related assets including community centres. The stock comprises 21,500 rented and 8000 leaseholder units.

Most contracts relating to these programmes are let using a bespoke NHF Contract while others will be procured by means of traditional JCT Forms of Contract and competitive tendering.

The Senior Quantity Surveyor shall be committed to working to Islington Council's objectives, mission statement, and Service Delivery Plans.

## Key responsibilities

**General:**

- 1) Be responsible for all quantity surveying work in relation to the Council's cyclical housing programme.
- 2) Carry out comprehensive audit reviews of all costs associated with service delivery within the Asset Management function including the agreeing of Task Prices and review of monthly valuations.
- 3) Monitor fees on each contract as required; take corrective measures as necessary and ensure that work is completed within fee allocations.
- 4) Ensure works are carried out in a cost effective and competitive manner.
- 5) To provide cash-flow forecasts for all contracts on a monthly basis to ensure accurate financial oversight of project spend.
- 6) To provide support to the Contract Administrators on the contracts to ensure that it is being administered in line with the contract.
- 7) Carry out duties as a member of a multi-disciplinary professional team including participating in risk management and value engineering exercises.
- 8) Deputise for the Group Leader if required.
- 9) Assist with the recruitment, training, appraisal and development, performance management and welfare and safety of staff within the department.
- 10) To liaise with and negotiate with external agencies, Government departments, Statutory Undertakings, Consultants, Insurers, and any other relevant organisations.
- 11) Liaise with the Client, and other members of the professional team and contractors to ensure effective co-ordination of projects.
- 12) To ensure that services are provided in accordance with Islington Council's commitment to "Best Value" and high quality service provision to service user.
- 13) Act as project Quantity Surveyor for several projects simultaneously, and ensure the highest standards of cost control, cost monitoring and cost management are carried out on all projects.
- 14) Ensure adherence to Building and Contract Law and Islington Council's Procurement Code, and take corrective action as necessary to meet these.
- 15) To lead on the commercial development of contracts and look for opportunities to drive value from the contracts.
- 16) To negotiate with contractors including reviewing loss and expense claims and for claims for extension of time to ensure that they are being administered in line with the contract.
- 17) To provide advice and support to a multi-disciplinary team on all Forms of Building Contracts.

- 18) To develop processes and procedures which ensure that staff can manage contracts in the most effective way.
- 19) To provide monthly financial information on the contract including outturn forecasts on budgets.
- 20) To prepare tender documentation where required and provide tender analysis.
- 21) To advise on types of contracts and put in place the correct contract documentation when required.
- 22) Ensure excellent communication with the client, the professional team, contractors, consultants, residents, Councillor's, and other stakeholders to ensure effective co-ordination of projects.
- 23) Ensure sound financial management and payment systems, controls and information systems are in place so that all money is spent properly, recorded appropriately and all costs are effectively controlled and demonstrate good value for money within the area of responsibility and in line with financial procedures and contract standing orders.
- 24) Proactively manage budgets and monitor expenditure, payment re-conciliation report to line manager regularly with summary of expenditure and provision of forecasts.
- 25) At all times carrying out responsibilities/duties with due regard to the Islington Council's Dignity for All policy (equal opportunities policy).
- 26) Such other minor and non-recurring duties, appropriate to the post as may be directed.
- 27) Attend evening residents' meetings as and when required.
- 28) Undertake continuing professional development.

## Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

# Essential criteria

## Qualifications and Experience

Essential criteria	Criteria description	Assessed by
1	Educated to Degree level or equivalent preferably in RICS accredited degree or demonstrate equivalent experience with several years' post-qualification experience, including a proven record of accomplishment as a project leader on major or moderately complex projects and considerable recent experience in Local Authority housing projects.	Application
2	Full RICS or CIOB membership.	Application
3	Extensive experience as QS preferably in client environment in residential housing.	Application/Interview
4	Extensive experience of developing contract and financial processes and procedure	Application /Interview
5	Experience of flexible working; reacting to changing and urgent priorities in a working environment	Application /Interview
6	Experience of delivering strategic and practical solutions to achieve a higher standard of service delivery	Application /Interview
7	Experience of having to set and deliver defined standards and targets and report accordingly	Application /Interview
8	Experience of negotiating effectively with individuals and organizations to achieve positive commercial outcome.	Application /Interview
9	Experience of leading on projects with internal business colleagues and external contractors, and delivering positive outcomes.	Application /Interview
10	Experience of leading on several complex projects at any one time.	Application /Interview
11	Experience of staff recruitment, training, development, welfare, and safety of staff within the department.	Application /Interview

## Skills

Essential criteria	Criteria description	Assessed by
12	Ability to manage a wide variety of schemes including large complex contracts	Application /Interview

Essential criteria	Criteria description	Assessed by
13	Ability to communicate both verbally and in writing, with colleagues, staff within the organization, clients, residents, agencies, Councilors, Committees, contractors, and consultants.	Application /Interview
14	Demonstrate commercial acumen around building contracts, schedules of rates and procurement.	Application /Interview
15	Ability to conduct negotiations in settlement of disputes arising from building contracts. Ability to negotiate with Government Departments about cost controls and procedures.	Application /Interview
16	Ability to control costs using skills in estimating, cost-planning, tender negotiation, post contract cost control and management of programme budgets.	Application /Interview
17	Knowledge of current Quantity Surveying practice, methods of measurement and presentation of tender documents and post contract management.	Application /Interview
18	Comprehensive knowledge of TPC 2005 term Partnering Contracts, Design and Build and Traditional Forms of Building Contracts.	Application /Interview
19	Ability to settle loss and expense claims and contract disputes.	Application /Interview
20	Ability to undertake responsibilities within the context of the Islington Council's Dignity for All Policy.	Interview

## Special requirements of the post

Essential criteria	Criteria description	Assessed by
21	This role will require you to obtain an Enhanced/Standard satisfactory clearance from the Disclosure and Barring Service	
22	Ability to travel throughout the borough on work related business	Interview
23	Ability to work flexibly when in and out of the office	Interview
24	Commitment to the Council's Equal Opportunity Policy and acceptance for its practical application	Application

Essential criteria	Criteria description	Assessed by
25	To understand and comply with the requirements of the Health and Safety at Work Act 1974.	Application

## Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

