

## **Quantity Surveyor Team Leader**

**Salary: Band 12 - £44,862 - £48,874 p.a.**

**37 hours per week flexi-time**

### **Who are we looking for?**

We are seeking someone with extensive quantity surveying and construction knowledge to work within and lead a small team engaged in the provision of a comprehensive construction cost and quantity surveying service within the Design Group.

### **What is the role?**

You will be normally based at the Civic Offices and be responsible for directly managing and undertaking pre and post contract services on a wide variety of construction projects and programmes of work as well as the day-to-day management of a small team of quantity surveyors.

In addition you will support and deputise, as appropriate, for the Contract and Commercial Manager to manage the resources available to ensure that the quantity surveying team can meet the project programmes.

You will manage and assist in the development of the quantity surveying team including the assignment of tasks and co-ordination of activities carried out by other team members. You will be leading team meetings, carrying out appraisals and overseeing the work of the team and supporting team members in their own professional development. You will also be required to mentor junior team members where appropriate in training and development.

You will ensure effective cost control procedures are in place for all projects, prepare tender documents and compile data in order to produce cost plans, estimates, financial reports and the like.

Candidates must be good communicators with extensive experience of negotiation and programme management to assist in the delivery of major construction projects within time/cost deliverables.

You will support and assist the Contract and Commercial manager in determining appropriate contract procurement routes to ensure that projects are procured in a cost effective and efficient manner.

## Who is the person?

You need to:

1. Have extensive quantity surveying and construction industry experience and it would be preferable to be appropriately degree qualified and/or to have RICS membership status.
2. Have good management skills (or a willingness to develop these) to help you effectively lead and manage a team.
3. Have a good knowledge and proven track record of leading a wide variety of major capital projects with multi-disciplinary teams.
4. Have a good knowledge of, be able to apply and provide advice regarding building related acts/ legislation, contract law and guidance, and specifically procurement legislation and the JCT forms of contract.
5. Have excellent building contract financial management skills for a varied range of corporate clients, departments and external organisations.
6. Have good knowledge and experience of cost control and financial management of major projects, including the application of Standing Orders and Financial Regulations, exercising financial control and ensuring value for money is achieved.
7. Be experienced and proficient in 'taking-off' and preparing measured quantities in accordance with the appropriate method of measurement and, ideally, the ability to use the QSPRO quantity surveying software package as part of undertaking the role. You must also have experience of using relevant Microsoft packages, in particular be able to demonstrate practical IT skills using Word and Excel spreadsheets to analyse and process data.
8. Have excellent knowledge and experience of public procurement rules and procedures.
9. Have experience of managing and negotiating with external consultants and contractors on major capital projects.
10. Ideally have experience of mentoring junior staff as well as recruitment and selection of staff.
11. Be organised and methodical when managing resources available, including allocating workloads to staff and meeting set objectives.
12. Excellent interpersonal communication and networking skills with experience of communicating with contractor organisations and leading meetings as appropriate.

13. Be self-motivated to keep up to date with current legislation and to undertake career development to ensure a good understanding of the Council's Standing Orders and Financial Regulations relating to construction works
14. Have an ability to work well as part of a team and on your own initiative.
15. Have good analytical and problem solving skills.
16. Have a full driving licence and provide a car for visiting sites as required for effective travel.

**If you have any questions, or would like an informal discussion about the role, please call Susan Whitehouse, Head of Design Services, on 07824 509649 or Alan Langridge, Contracts & Commercial Manager on 07717 320515**

**Closing date: 31<sup>st</sup> January 2021**

**Applications received after this may not be considered**

**Interview process: early February 2021**

**When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience. This is really important or you are likely not to be shortlisted. Please only submit a CV to show your employment history, not your suitability for the role. Please ensure you check your spam/junk e-mail folders as sometimes e-mails may go there.**

#### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.