**Manchester City Council**

**Role Profile**

**Quantity Surveyor Level 2, Grade 8**

**Highways Service, Neighbourhoods Directorate**

**Reports to: Commercial Lead**

**Job Family: Technical**

**Key Role Descriptors:**

The role holder will undertake a lead consultant role on complex technical, procedural and legislative matters in a professional, customer focused, and specialist technical service.

The role holder will lead and have accountability for the delivery of a range of technical projects, initiatives or work packages that comply with relevant legislation and help achieve the Council’s corporate aims and objectives

The role holder will use their technical knowledge and expertise to develop, design and implement customer-focused solutions. They will continually identify and champion opportunities to deliver improvement.

**Key Role Accountabilities:**

Lead an innovative, forward thinking technical consultancy function for the assigned service area, ensuring that solutions are delivered in line with customer and legislative requirements. Dependent on the service area, this may include software / information technology support, engineering, surveying, curating or other specialist functions.

Lead on the delivery of work packages (using project management methodology where appropriate), ensuring compliance with organisational objectives, consistency in approach and compliance with appropriate internal and legislative guidelines.

Actively strive to achieve efficiencies in project, programme and maintenance service delivery and improvements in the quality of service.

Develop successful internal and external relationships and secure stakeholder commitment through negotiation and communications, both oral and written, to ensure work packages are delivered effectively and to customer requirements and agreed objectives. Work closely with contractors where required to ensure effective work package delivery.

Analyse and interpret legislation, presenting information and complex technical matters relating to the service area in a clear and concise manner to a range of stakeholders, orally and in writing. This will include identifying and addressing complex issues and making informed recommendations on action needed to support key corporate objectives.

Represent the City Council as an expert witness at enquiries, tribunals and hearings or similar proceedings where appropriate.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Dependent on the service area, the roleholder may be required to work on a rota basis including out of hours as required to meet customer demand.

Demonstrate a personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

**Role Portfolio:**

The Highways Service is responsible for the leadership, management and delivery of all Highway related activities and functions that are involved in both management and improvement of the Highways network across Manchester. The scale and ambition of the work planned in the city over the next few years, to deliver both the [Greater Manchester Transport Strategy 2040](https://www.tfgm.com/2040) and National Transport Strategies, is huge. It will provide excellent opportunities for career development to the full range of professionals who support our schemes, across the full range of professional disciplines

The service is under the leadership of the Director of Highways who is supported by three senior managers, and thematic business areas as below: :

**Development and Growth** is responsible for working with internal and external partners to identify and develop the strategic pipeline of projects over the next 5 to 10 years in alignment with the City’s plans and aspirations for growth.

***Network Management*** - responsible for Asset Management, acts as the Highway Authority, keeping the city moving and maintenance of the highway and contract management via the following functions - Client Officer and Policy Development, Development Control, Traffic and Road Safety Inspections, and Contract Management and Maintenance.

***Design, Commissioning & Programme Management Office*** (PMO) is responsible for the design and delivery of major projects (circa £150m over 5 years) and sustainable projects, this includes direct delivery and contract management of the supply chain. This includes planning, delivery and governance of the planned maintenance programme. The PMO will be responsible for the production, management and maintenance of project reporting (and documentation) to provide assurance around programme and project delivery.

**The Purpose of the Role is:**

The role holder will fulfil a commercial position within the service area and will be expected to manage and be responsible for the commercial elements of allocated construction projects, taking responsibility for end to end service delivery, often on large or complex projects.

The role requires commercial experience in a construction project environment, with an ability to support the delivery team by ensuring that all commercial requirements are fully defined and managed.

The role holder will be expected to:

* Provide support to the Project Managers by ensuring projects are delivered within budget and to the agreed standards.
* Carry out and conduct feasibility studies and the writing procurement reports.
* Apply Value Management techniques at the outset of a project.
* Carry out estimating and cost planning activities and take ownership of and presentation of project cost plans.
* Assist with the procurement process, under the direction of the Project Manager and Level 3 Quantity Surveyor, ensuring that all stages including pre-qualification, enquiry, analysis, selection and contract preparation are performed effectively.
* Prepare contract documentation consisting of activity schedules and or bills of quantities in accordance with industry methods of measurement, presentation of tender and contract documentation, attending interviews, carrying out full tender analysis and comparisons through to preparing the recommendation report
* Ensure that post-contract cost variances and change control processes are implemented and managed effectively.
* Ensure that cost checking and valuation work is governed and managed effectively in accordance with the Contract conditions, ensure that final accounts are negotiated and agreed
* Ensure the production of detailed and accurate monthly cost reports, grant claims submissions, where applicable.
* Undertake with the design team Value Engineering and Life cycle costing where required.
* Ensure projects are managed to the right quality standards and are completed efficiently and on time.
* Ensure strong relationships are developed with clients and other stakeholders.
* Have personal commitment to continuous self-development and service improvement.
* Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

It is considered that you will have:

* Experience in service delivery from a capital programme perspective
* Proven experience of commercially managing projects in a construction related environment;
* An ability to deal with and resolve commercial and contractual issues and risks at project level;
* Experience in a client facing role
* Proven experience of building relationships
* An ability to take the lead with client interfaces and responsibility for team outputs where these are of a commercial nature;
* Communication and proven commercial management skills
* Proven experience of building relationships

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication Skills:** Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.
* Ability to negotiate difficult agreements with wide impact; ability to influence or persuade internal or external stakeholders.
* **Analytical Skills:** Skills to analyse a wide range of data and other sources of information to break them down into component parts, patterns and relationships; probes for further understanding of problems and makes rational judgements from the available information and analysis demonstrating and understanding of how one issue may be part of a much larger system/issue.
* **Planning & Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* **Problem Solving & Decision Making:** Ability to formulate independently a range of options for new or unfamiliar situations and to select the appropriate course of action to produce a logical, practical and acceptable solution. An ability to make independent decisions of a relatively uniform nature.
* **Research & Intelligence:** Ability to conduct research using a variety of techniques, in order to gather evidence and evaluate intelligence, recording in compliance with documented standards and legislation.
* **Financial Management:** Resource and financial management skills to develop effective planning, financial management and reporting frameworks. Manage allocated resources effectively, delivering business performance and value for money.
* **Commercial Skills:** Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery.

**Technical Requirements (Role Specific)**

Qualified with a BSc (or equivalent) in Quantity Surveying.

Demonstrable Quantity Surveying experience in Highway/Construction related projects.

Membership of the Royal Institution of Chartered Surveyors or working towards membership (e.g MRICS) or holds full membership of a relevant professional body.