**Manchester City Council**

**Role Profile**

**Career Graded Quantity Surveyor /Senior Quantity Surveyor**

**Career Grade 5 – 9\***

**Capital Programmes and Procurement**

**Corporate Services Directorate**

**Reports to: Commercial Team Leader**

# Key Role Descriptors

The role holder will undertake a range of fee earning professional duties relevant to the position within a career graded role. This will involve assisting, managing, and leading the delivery of the commercial elements of allocated construction contracts, and taking responsibility for end -to -end service delivery as appropriate.

Grade 5 - The role holder will assist quantity surveyors and senior quantity surveyors in their caseload under supervision and direction of manager/fee earner.

Grade 6 – The role holder will undertake a personal caseload of routine professional work under supervision from professional staff.

Grade 7 – The role holder will manage a personal workload of fee earning work and undertake casework as directed by senior staff.

Grade 8 – The role holder will manage a personal workload of fee earning work and undertake casework with minimal supervision from senior staff.

Grade 9 – Managing and leading all commercial elements of construction schemes and providing professional guidance and supervision to other quantity surveyors within the team.

# Key Role Accountabilities

**Grade 5**

* To gain exposure to day- to -day fee earning work activities.
* Provide accurate and up to date information to quantity surveyors and senior quantity surveyors on outstanding caseload items.
* To underpin academic learning with practical work experience to enhance learning.

## Grade 6

* Shadow quantity surveyors and senior surveyors in more complex casework.
* Assist in the production of monthly cost reports, where applicable.
* To effectively support the maintenance of the department’s performance measures.
* To support quantity surveyors in a professional manner completing day to day fee earning work.

**Grade 7**

* Carry out in a professional manner a range of fee earning work as agreed by the commercial team leader or senior quantity surveyors.
* Assist in ensuring that post-contract cost variances and change control processes are implemented and managed effectively.
* Assist in estimating and cost planning activities taking ownership of and presenting project cost plans.
* Assist in ensuring that cost checks are undertaken throughout the project and that final accounts are negotiated and agreed.
* Assist in procurement activities including document preparation, bid evaluation and reporting.

**Grade 8**

* Undertake more complex valuation, fee earning, development and project management work using own initiative to manage own workload, working in an efficient manner with commitment to meet performance targets set.
* Lead on a variety of complex fee earning work managing this workload to completion.
* Ensuring that post-contract cost variances and change control processes are implemented and managed effectively.
* Taking responsibility for making sure that cost checks are undertaken throughout the project and that final accounts are negotiated and agreed.
* Preparing feasibility studies and writing procurement reports.
* Manage the procurement process, under the direction of the Project Manager, ensuring that all stages including pre-qualification, enquiry, analysis, selection, and contract preparation are performed effectively.

**Grade 9**

* Undertake large scale and technically complex valuation, fee earning, development and project management work using own initiative to manage own workload, working in an efficient manner with commitment to meet performance targets set.
* Manage the procurement process, under the direction of the Project Manager, ensuring that all stages including pre-qualification, enquiry, analysis, selection, and contract preparation are performed effectively.
* Lead on preparing feasibility studies and writing procurement reports.
* Lead on a variety of complex fee earning work managing this workload to completion.
* Provide leadership, mentoring and direction to quantity surveyors.

## General

* To actively participate in new initiatives and future changes in service delivery improvements.
* To actively pursue own personal and professional development and take full advantage of training provided.
* To support Capital Programmes in promoting equal opportunities in the workplace and delivering services which are accessible and appropriate to the diverse needs of service users.
* To react positively to external clients and work closely with them to ensure projects are delivered on time, to cost and to agreed standards.

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 given full consideration.**

\*Candidates will normally be appointed at the lowest point of the scaleof the career grade according to their experience and qualification unless otherwise stipulated. Thereafter candidates may progress through the career grade structure subject to the needs of the business and attaining the necessary competency, experience, and qualification.

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| **Scale** | **Educational/Professional Qualifications** | **Experience/Skills** |
| Grade 5 | Entry level for post.  Educated to A level standard or Btec level 4 HNC in construction / surveying or equivalent apprentice ship pathway.  (Applications can be accepted from candidates who are due to complete the above HNC course by the summer of 2024) | Interest in working in a construction environment. Commitment to completion of professional RICS qualifications. |
| Grade 6 | Educated to HNC/degree level recognized by RICS. Alternatively, an A level or equivalent qualified candidate studying on an undergraduate degree route for specific qualification related to qualifying with RICS as a chartered quantity surveying | Demonstrate ability to undertake routine professional work under supervision. Assisting quantity surveyors on the commercial elements of construction projects.  Graduate quantity surveyor able to manage smaller schemes (sub £5m) or assist on larger projects. |
| Grade 7 | Completion of first year of RICS APC diary | Demonstrate ability to undertake an increased range of professional work under  supervision. |
| Grade 8 | Graduate Quantity Surveyor taking active and positive demonstrable steps to obtaining RICS membership. | Demonstrate ability to undertake a range of professional work unsupervised whilst leading on complex projects.  Capable of taking lead role as QS on schemes of circa £10m (Major Works)  Experience of working on variety of schemes varying in size, cost, and complexity. |
| Grade 9 | Complete APC and gain full RICS Chartership | Demonstrate ability to undertake any schemes unsupervised within Major/Minor Works.  Leading on complex projects and able to advise, guide and supervise other quantity surveyors. |

## Career Graded Quantity Surveyor/Senior Quantity Surveyor – Key Competencies 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

* **Analytical Skills:** Can effectively obtain information from research and other consultation and able to analyse data from a wider range of sources and break it down into component parts, patterns, and relationships to allow a wider understanding of an issue.
* **Planning and Organising:** Ability to manage and organise own workload with appropriate level of supervision and excellent organisational skills to assist with the commercial management of projects.
* **Problem Solving and Decision Making:** Ability to meet deadlines and deal with conflicting demands.
* **IT Skills:** Excellent skills in use of database and spreadsheet products
* **Communication Skills:** Able to effectively communicate ideas and proposals both orally and in written form. Good inter-personal skills and able to demonstrate integrity, trust, and confidence.

### Technical requirements (Role Specific)

* An individual with commitment to undertake professional qualifications to attain and retain RICS membership along with continued commitment to undertake the required continued personal development associated with their grade of RICS membership.
* Grade 5 - An education to A level / HNC level in construction or surveying.
* Minimum GCSE grade 4 qualification, or equivalent, in English language and maths.
* Must be able to satisfy all entry requirements to enable enrolment for a Quantity Surveying Degree Apprenticeship course.