**Manchester City Council**

**Role Profile**

**Senior Quantity Surveyor, Grade 9**

**Capital Programme and Procurement Service, Growth & Development Directorate**

**Reports to: Commercial Team Leader**

**Job Family: Commercial**

**Key Role Descriptors:**

The role holder will provide advice, consultancy support and professional expertise to managers within and across directorates to ensure the organisation is able to meet strategic objectives

The role holder will directly advise on and manage complex and sensitive issues as identified by a range of organisational stakeholders to deliver effective advice and pragmatic solutions which incorporate best practice and legal requirements.

The role holder will ensure that services provided represent best value and are delivered in an efficient and effective manner

**Key Role Accountabilities:**

Provide leadership to resource planning, procurement and commissioning in order to deliver a cost-effective and efficient service. This may be through contract management and service commissioning, or through the management of a business unit.

Accountable for all aspects of contract or service agreements, taking a lead on strategic reviews where required to ensure that commissioned services are fit for purpose.

Ensure effective commercial performance management, building capacity within the service to maintain continuous improvement against key performance indicators and service level agreements.

Support and provide expert advice to stakeholders within the organisation to ensure commercial processes and strategies are in place to manage their service requirements.

Ensure appropriate systems are in place for contract review and consult stakeholders regarding service development and direction.

Contribute to the delivery of high-quality analysis of the current market and the impact of potential changes and work with stakeholders to ensure a stable core of efficient, effective providers and a market which is developed to meet future need.

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:**

**Capital Programmes Division:**

The Capital Programme Division reports to the Director of Growth & Development and is responsible for developing and delivering approximately £200m pa of Major and Minor Capital Programmes across the City. It will design and deliver major and minor construction projects in the specified areas.

**Minor Works Team:**

The Senior Quantity Surveyor will work within the Commercial Team which sits within the Minor Works Team. The Minor Works Team is responsible for delivering construction, repair and refurbishment projects valued between £2k to £3m. The Team assists clients to review project requirements and develop programmes of work which achieve economies of scale from a cost, quality, and programme delivery perspective. It also provides a range of specialists from building surveying, mechanical and electrical design services, structural design, cost management, contract management, and Construction Design (CDM) compliance. The Team also offers Fire Risk Assessment and a Principal Designer service.

The Commercial Team is responsible for all the quantity surveying and cost management activities which support the delivery of our construction projects.

The duties of the Senior Quantity Surveyor are varied and will include a range of task which include and are not limited some of the following:

* Lead on and conducting feasibility studies and writing procurement reports.
* Applying Value Management techniques at the outset of a project.
* Manage estimating and cost planning activities taking ownership of and presenting project cost plans.
* 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.
* Ensuring that post-contract cost variances and change control processes are implemented and managed effectively.
* Ensuring that cost checking and valuation work is governed and managed effectively.
* Ensuring the production of monthly cost reports, where applicable.
* Value engineering and life cycle costing.
* Ensuring that final accounts are negotiated and agreed.
* Taking a lead role in interfacing with clients and other stakeholders, at all project stages.
* 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.
* Lead the cost management team, ensuring that they deliver on all the above accountabilities.

**Senior Quantity Surveyor -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 value our differences and treat people fairly

**Generic Skills**

**Communication Skills:**

* Ability to advise and put case across in relatively straightforward, non-contentious situations with ability to negotiate agreements.

**ICT Skills**

* Knowledge of Microsoft applications and skills to use ICT systems to obtain and analyse data and present it effectively through a variety of ICT channels.

**Analytical Skills**

* Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.

**Planning and Organising Skills:**

* Excellent prioritisation skills, evidenced by targets setting for self and others to meet demanding timescales.

**Commercial Skills:**

* Skills to monitor contractor performance against pre-determined milestones and to identify when corrective action is needed.

**Project Management:**

* Ability to monitor costs, timescales and resources used and take action where these deviate from agreed tolerances.

**People Skills:**

* Ability to secure and direct resources to fulfil work requirements over a wide service area, motivating, guiding and coaching others towards accomplishment of objectives/tasks.

**Technical requirements (Role Specific)**

* Must hold a degree in quantity surveying.
* Demonstrable practical experience of working in a commercial team and leading and managing construction projects as a quantity surveyor.
* Working towards or holds full membership of an appropriate professional body (e.g. MRICS).
* Experience of managing and resolving commercial and contractual issues and risks at project level.
* Knowledge and experience of working with various contracts such as PSPC, JCT and NEC3/4 (ECC and TSC).