

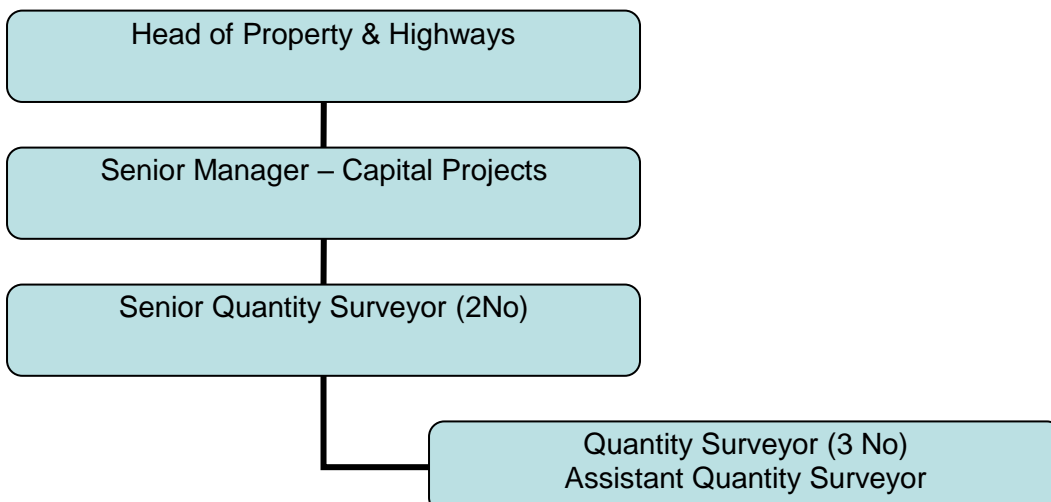
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Property & Highways Services
SECTION:	Capital Projects
LOCATION:	Number One Riverside, Smith Street, Rochdale
JOB TITLE:	Assistant Quantity Surveyor
POST NUMBER:	
Grade:	6
Accountable to:	Senior Quantity Surveyor
Accountable for:	Full Quantity Surveying service for projects or services undertaken by the Property & Highways Service.
Hours of Duty:	37 hours
Any Special Conditions of Service:	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building, which is wholly owned, leased or operated and occupied by RBC.</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p>

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To assist in the Quantity Surveying input for projects and services undertaken by the Property & Highways Service.

To assist in the high quality delivery of all related services in a way which meets the requirements of relevant health and safety legislation and the obligations placed on the Council.

To manage effective customer relationships that will retain and develop the business.

To contribute towards Property & Highways Service's corporate and social responsibilities including policy, procedures and governance arrangements.

Control of Resources

Personnel

To operate as a member of the Quantity Surveying team.

Financial

To financially monitor and report on all construction related contracts procured by the Property & Highways services on behalf of internal or external clients.

Equipment/Materials

To be responsible for the assets, equipment and materials used in the delivery of services, ensuring they are properly protected from loss and provide value for money.

To be responsible for the efficient and cost effective procurement, commissioning and maintenance of equipment both directly and through third party organisations.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Senior Managers and Head of Service of Property & Highways
Staff in other services within the Council
Elected Members of the authority
Staff in partnership organisations

External

Staff in external organisations providing property & highways services to RMBC
Employees within other local authorities, public bodies and funding bodies
Members of the public and targeted communities/users

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversity of the Borough
- Pioneering and Open in our approach

Be aware of and apply these behaviours at all times.

Principal Duties

To be proactive and deliver a high quality and cost effective service to both internal and external customers.

To assist with the procurement of all construction related contracts, products or services assigned to them that are commissioned by the Property & Highways Services on behalf of the client ensuring that the relevant Contract Procurement and financial procedures are complied with.

To assist in providing a full Quantity Surveying Service which includes, accurate pre and post tender estimating, preparation of quotes, cost monitoring and invoicing for the Managed Property Services Team, financial statements, tender and contract documentation, tender assessment and reports, contractual disputes and claims, final accounts, interim valuations and contract payments.

To assist with the submission of qualitative and accurate technical and cost reports and specifications for client approval.

To establish and maintain effective working relationships with internal services and external organisations and ensure the delivery of a responsive and professional service.

To assist with the production of monthly operational reports for the Senior Management Team covering financial performance, service delivery, resources and future requirements.

To contribute to the development and implementation of continuous improvement within the team to deliver business excellence at all times.

To provide support and assistance to colleagues engaged on other projects which you are not directly responsible.

To assist with the provision of direct strategic and operational support to other areas of the Projects team.

To assist in the control and management of service budgets in accordance with the Council's policies, priorities and financial regulations.

To ensure that the Council's statutory duties and responsibilities are undertaken and Council policy is discharged in respect of service delivery.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.

- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by Andy Ives Date 12th June 2019

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Service Director _____ Date _____

Rochdale Borough Council

Person Specification

Service:	Highways & Property	Post:	Assistant Quantity Surveyor
Section:	Capital Projects	Grade:	6

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criterion* you **MUST** include in your application enough information to show **how** you meet this criterion. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(b) Qualifications and Experience		
1 BSc in Quantity Surveying or equivalent qualification / experience.	E	AF/I and check qualification at interview
2 HNC / HND & experience of providing a wide range of pre and post contract Quantity Surveying work	E	AF/I and check qualification at interview
(c) Skills and Knowledge		
3 Please demonstrate your ability to prepare cost estimates, tender specifications and standard building contracts.	E	AF/I
4 Please demonstrate your ability to prepare valuations of building work and agree settlement of final accounts.	E	AF/I
5 Please demonstrate your ability to advise, monitor and report upon expenditure relating to a construction project.	E	AF/I
6 Please demonstrate your ability to carry out work with minimal supervision, work effectively within a team and communicate effectively and appropriately both orally and in writing.	E	AF/I
7 What is your knowledge and understanding of a range of building contracts including in particular the JCT & NEC Suite of contracts?	E	AF/I
8 Please demonstrate how you are fully conversant with MS Office suite of programmes.	E	AF/I
9 Please demonstrate your ability to work effectively within a team	E	AF/I
10 How do you communicate effectively and appropriately both orally and in writing?	E	AF/I
11 How would you organise and prioritise workload to maintain an effective service delivery?	E	AF/I
(d) Values and Behaviours		
12 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> Proud of the difference we make Passionate about the diversity of the Borough Pioneering and Open in our approach Please confirm you are willing to adhere to these values and behaviours.	E	AF/I

(d) Armed Forces		
13	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D
14	If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces	D