

Role Profile

Part A - Grade & Structure Information

Job Family Code	7RT	Role Title	Quantity Surveyor (training) PDP 7-9
Grade	PS7	Reports to (role title)	QS Hub Principal Quantity Surveyor
		Directorate/School	Place
JE Band	228-268	Service / Department	Design Office
		Date Role Profile was created	Oct-21

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>The purpose of the role will proactively support the QS function to enable Engineers to work with Clients/sponsors to monitor estimates, costs and bids for delivery of highway improvement, ITS, road safety and active travel schemes and major projects. The Quantity Surveyor will be responsible for price analysis, cost development and pricing of 3rd party contracts to design and build the Surrey Highway Transport Infrastructure programme.</p> <p>The post holder will develop and maintain pricing schedules to deliver transport schemes including agreement on rates and star rated items, produce bills of quantities through 'take off' from scheme designs, produce estimated costs as part of the scheme development, and undertake re-measurement of works to agree interim and final accounts. They will undertake regular benchmarking of transport schemes to ensure Client costs continue to deliver value for money.</p> <p>The post holder will be required to participate in a formal training development plan to achieve appropriate Quantity Surveying qualifications and professional status.</p>
Work Context	<p>Place is a large and complex directorate with responsibilities including facilitating safe and reliable journeys, shaping places for our customers, achieving sustainability and climate changes targets and always putting the customer first while providing excellent value for taxpayer money. The service operates in an environment with significant political engagement, and excellent customer service is standard and the postholder will be expected to embrace this in their approach, ensuring they put the customer at the heart of everything they do.</p> <p>The PDP Quantity Surveyor (training) will be part of a team of professional officers who ensure schemes have reliable estimates, and costs are managed in accordance with agreed specification and design, to timescales and budgets and that they are of good quality.</p> <p>This postholder will need to work and travel across the County and will need a full driving licence.</p>
Line management responsibility	None
Budget responsibility if applicable	The postholder will contribute to ensuring budgets are effectively used
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. <p>Policy and Compliance</p> <ul style="list-style-type: none"> Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained. <p>People & partnerships</p> <ul style="list-style-type: none"> Respond to and resolve enquiries and problems, judging when to pass on complex queries or involve others, to provide an effective service and clear advice to colleagues and customers. Guide and/or supervise junior staff in their duties to facilitate their development and ensure service quality standards are maintained. Communicate and liaise with service users and/or external contacts, representing the team/service as required. <p>Resources</p> <ul style="list-style-type: none"> May assist in the management of a small budget or recovery of income. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> Collate data, prepare reports/statistics to meet statutory/management information requirements. Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team. Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none"> Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level, and/or relevant vocational qualification (level 3/4 QCF). Knowledge of relevant technical area including, where appropriate, relevant practical skills. For some roles a relevant degree may be required. Good IT skills, including MS Office and database management systems. Good written and oral communication skills with the ability to build sound relationships with customers and explain technical issues to non technical people. Ability to prepare and present reports in a logical and digestible format. High level administrative, analytical and organisational skills. Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. A methodical approach to information gathering, recording and reporting. Typically previous work experience in a relevant environment.
Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none"> Qualification to either access or convert to be able to access QS training. Evidence of ongoing personal and professional development and a desire to progression towards a professional qualification. A proven ability in Maths and an understanding of the range and relevant principles, practices and procedures for quantity surveying. A full valid driving licence.
Role Summary	<p>Roles at this level typically provide specialist support services. Many will possess technical rather than professional expertise in the main disciplines. There will be minimal day-to-day supervision, but clear guidance will be available. The roles will plan for the weeks ahead and prioritise to accommodate non standard work. They often require understanding of complex procedures and support systems, and the ability to allocate workload and react to changing priorities. Although most work will follow established patterns, initiative is needed to handle processes and resolve problems and queries based on experience and judgement, mainly without reference to others. These roles may work alone instead of as part of a team, or the system or process used may require more specialist knowledge or experience. Graduate trainees start at this level.</p>