

ROLE PROFILE



Job title: Project Quantity Surveyor	Department: Asset Management
Location: Turing House	Reporting to: Team Leader

JOB SUMMARY

To provide quantity surveying for projects as part of a multi disciplined group delivering technical services in support of the Trust's investment programme, maintenance activity and procurement. To contribute to the development and implementation of a range of contractual relationships which are designed to meet the Government's challenges on partnering and rethinking procurement strategies and relationships within the construction industry which will meet the needs of future stock development options in both the short and long term. Actively promote CSM's vision, values, policies, aims and objectives through personal example and positive direction to ensure that they translate into practical and effective action

DIMENSIONS

Number/type of employees responsible for	No direct reports
Budget responsible for + amount	Working on contracts up to the value of £5m

KEY RESULT AREA

KEY RESULT AREA	MEASURE
Assist in the provision of a full range of professional procurement services	Services are provided in relation to the improvement, maintenance and repair of a varied traditional and non-traditional property or housing stock
Assist in the provision of pre and post contract quantity surveying services	Effective and efficient services are provided to support the delivery of construction projects, all contract documentation is completed
Assist in the provision of a estimating, procurement and contract administration services	A comprehensive and professional service is provided on a diverse range of commissions for all CSM and partner clients on new build, remodelling and refurbishment contracts and in house IT support systems are fully utilised
Deploy and develop technical services provided by the group	Areas of continuous improvement are explored, taking into account innovation and developments within the construction industry
Support team on specific projects	Achievement of service plans and asset priorities, contribution to the development of a culture of collaborative working throughout the Asset Services Group, optimum service is delivered to clients and residents of CSM
Provide information to client representatives	Information on progress and financial commitments is provided, potential movement in final account sums is identified, targeted project performance objectives are achieved
Co-ordinate work of all disciplines	Work with the QS on projects to ensure the successful procurement and financial management
Identify and prepare financial risk assessments	Risk assessments are prepared that are associated with delivery of the investment programme and maintenance services and support is provided to the finance directorate in relevant financial planning
Deal with difficult situations and resolve disputes and contractual claims	All disputes and claims are resolved in a timely, efficient and professional manner
Represent CSM as an expert witness	Act as expert witness at claims proceedings, tribunals or in court in relation to contractual or legal matters
Be directly involved in the regeneration of the economy working with professional contacts and staff throughout CSM	Investment needs and the potential for developing training options and bringing employment opportunities to local communities are identified
Personal responsibility:- <ul style="list-style-type: none"> Promote equality, diversity and human rights in working practices Comply with health and safety legislation Maintain standards of professional practice, ensuring your behaviour complies with organisational values and organise own work effectively to meet the demands of the role. Make best use of technology in support of role, ensuring correct operation 	Positive working relationships developed and maintained, ensuring colleagues are treated fairly and contributing to developing equality of opportunity in working practices Ensure duty of care is shown and take appropriate action to comply with health and safety requirements at all times Activities identified, implemented and monitored to enhance own performance Compliance with organisational and legal requirements
Undertake any other reasonable duties, commensurate with the level of the post	Ensure the smooth running of CSM and to meet business needs

KEY INTERFACES

Internal	External
All CSM directors, management and staff	Tenants, leaseholders, members of the public, consultants, private sector organisations, local authority departments, outside agencies, local council members, building contractor's staff and building users

PERSON SPECIFICATION:

FACTOR	Essential (E) or Desirable (D)
Qualifications	
Pursuing corporate membership of a Chartered Institute such as RICS or CIOB or a recognised equivalent qualification	E
Experience	
Successful track record of technical expertise in a relevant area of service	E
Directly related work experience	E
Knowledge	
Have a full understanding of a wide range of contracts and their conditions and provisions	E
All aspects of the building construction and maintenance industries (including contractual matters, legislation, dispute resolution methods and procurement practices)	E
A good understanding of the value and use of new technologies in improving services and modernising work practices	E
Strong commercial awareness, thinks beyond own area of professional expertise	E
Skills and abilities	
Can provide support and contribute to a wide range of services undertaken by the Asset Group	E
Able to lead on any areas of specialisation relating to own professional discipline/qualifications	E
Able to plan, prioritise, organise and administer work and schemes of work within set budgets from inception to completion	E
A proven ability to deliver a diverse range of projects, including resource management and successful resolution of conflicting priorities	E
Good IT skills and fully conversant with up to date software, good working knowledge of Microsoft Office products (in particular Word and Excel), able to analyse data, confident in using IT to support evolving business requirements and instigating change to facilitate service improvements	E
Excellent written and oral communication skills and an influential and persuasive communicator	E
Personal qualities	
Responds positively and flexibly to a changing environment	E
Team player	E
Understands and respects the needs of the end user	E
Motivation	
Flexible and mobile (a current driving licence is essential as there will be some travel within the CSM area) and willing to attend meetings and open days (some of which may be outside normal working hours)	E
Customer service excellence and committed to continuous improvement	E

Job holder's signature	Line manager's signature
Date	Date