



Ipswich Borough Council
Job Description: N04

**Career Grade Surveyor / Career Grade Project Officer
(Grade 5)**

Main Purpose of Job:

To undertake a variety of quantity surveying, building surveying, estimating, project management and technical support functions at a junior level under the general direction of Senior Surveyors, Senior Quantity Surveyors, Principal Managers or Operations Manager. The post holder will be expected to progress to a professional career grade within construction management, building surveying or quantity surveying.

Main Duties

1. Assist in processing building surveying work and producing estimates for works within the Housing Revenue Account Capital Programme.
2. Support the organisation and project management of minor works up to £25,000 including utilising direct or subcontract labour.
3. Assist in monitoring the progress of works and their financial performance including payments to sub-contractors.
4. Assist the Senior Quantity Surveyor or Principal Manager to prepare standard forms of contract, drawings and specifications as required.
5. Assist with the analysis of tender submissions.
6. Assist Senior Surveyors in submission of interim and final accounts, variations claims etc.
7. Carry out site measurement of works in progress or completed works as directed and supervised by Senior Surveyors or Principal Managers.
8. Maintain accurate records and data entry within quantity-surveying and building surveying IT systems including Keystone (Asset Management) and Agresso (Accounting System).
9. Support the delivery and implementation of projects including drafting project plans and Project Initiation Documents (PID).

10. Track project deliverables and monitor and report on progress of the project to Senior Surveyors or Principal Managers.
11. Schedule and co-ordinate meetings including preparing agendas and taking Minutes.
12. Undertake technical support work for the Operations Manager in measuring performance and project work, maintaining procurement registers, technical training records or anything similar. Producing performance information and reporting for the M&C senior management team.
13. Fully comply with Maintenance and Contracts Health and Safety rules.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



PERSON SPECIFICATION

Job Title: Career Grade Surveyor / Career Grade Project Officer (Grades 5)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	5 X GCSE's or an NVQ level 3, or 2 years qualitative experience. Working knowledge of Microsoft Windows applications	Willing to work towards a relevant entry level qualification in Building/Quantity Surveying or Construction Management Basic knowledge or experience of the construction industry Knowledge of health & safety issues	Application Form/Certificates
Work related experience, skills and competencies	Experience of being in a working environment Experience of administration and editing documents.	General knowledge of the construction industry Experience of data entry Can demonstrate working accurately. Minute taking	Application Form/Interview

<p>Personal skills</p>	<p>Good customer care skills</p> <p>Ability to produce basic reports & spreadsheets</p> <p>Good written & verbal communication skills</p> <p>Ability to work as part of a team</p> <p>Demonstrate a flexible work attitude</p>	<p>Demonstrate the ability to understand & follow procedures</p>	<p>Application Form/Interview</p>
<p>Special working conditions</p>	<p>Ability to work on construction sites which could involve climbing ladders or scaffolding</p> <p>Full valid driving licence</p>		<p>Application Form/Interview</p> <p>Licence</p>