



Ipswich Borough Council  
Job Description: H37a

**Career Grade Surveyor / Career Grade Project Officer  
(Grade 7)**

**Main Purpose of Job:**

To undertake a variety of quantity surveying, building surveying, estimating, project management and technical support functions at an intermediate 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 quantity 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 £40,000 including utilising direct or subcontract labour.
3. Monitor and report on the progress of works and their financial performance against the agreed budget and cash flow forecast.
4. Assist the Surveying Services team to draft standard forms of contract, prepare drawings and specifications as required.
5. Undertake analysis of tender submissions, reporting on outcomes.
6. Process valuations, interim and final accounts, reporting outcomes to the Senior Surveyor.
7. Carry out site measurement of works in progress or completed works as directed by Senior Surveyors or Principal Managers.
8. Maintain accurate records and data entry within quantity-surveying and 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. Monitor and report on project deliverables 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, complying with the constitution and standing orders of the Council.
13. Producing performance information and reporting to the Maintenance and Contracts senior management team.
14. 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 7)**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Knowledge/Qualifications</b>	1 A Level, 5 X GCSE's an NVQ level 3, 2 years qualitative experience.  Working knowledge of Microsoft Windows applications	Working towards a relevant qualification in Building/Quantity Surveying or Construction Management  General knowledge or experience of the construction industry  Knowledge of health & safety issues	Application Form/Certificates
<b>Work related experience, skills and competencies</b>	Working in an office environment  Experience of administration and report writing  Demonstrate the ability to understand & follow procedures	Experience in a construction industry related environment  Experience of accurate taking of measurements  Experience of checking invoices  Minute taking	Application Form/Interview

<p><b>Personal skills</b></p>	<p>Good customer care skills</p> <p>Ability to produce basic reports &amp; spreadsheets</p> <p>Good written &amp; verbal communication skills</p> <p>Ability to work as part of a team</p> <p>Demonstrate a flexible work attitude</p>		<p>Application Form/Interview</p>
<p><b>Special working conditions</b></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>