



Ipswich Borough Council
Job Description: J07

**Career Grade Surveyor / Career Grade Project Officer
(Grade 8)**

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 within a structured training programme progressing professional qualifications within construction management, building surveying or quantity surveying.

Main Duties

1. Processing quantity surveying work and producing estimates for works within the Housing Revenue Account Capital Programme as directed by the Senior Quantity Surveyor.
2. Supporting the financial and project management of a wide range of contracts including utilising direct or subcontract labour, producing cash flow forecasts.
3. Monitoring and reporting on the progress of works and their financial performance against the agreed budget.
4. Drafting standard forms of contract, preparing drawings and specifications as required.

5. Analysing tender submissions, reporting on outcomes.
6. Processing valuations, interim and final accounts, reporting outcomes to the Senior Surveyor.
7. Undertake site measurement as works progress and upon completion.
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 producing project plans and Project Initiation Documents (PID).
10. Monitoring and reporting on project deliverables to Senior Surveyors or Principal Managers.
11. Participating in meetings including preparing agendas and taking minutes.
12. Complying with the constitution and standing orders of the Council.
13. Undertaking technical support work, 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 8)

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Knowledge/Qualifications	Degree or NVQ level 6 in relevant subject and 3 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
Work related experience, skills and competencies	Working in an office environment Experience of administration and report writing Demonstrate the ability to understand & follow procedures Good understanding of the construction / building technology	Experience in a construction industry related environment Experience of accurate taking of measurements Experience of checking invoices 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>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>