



Ipswich Borough Council
Job Description: **F09b**

**Senior Quantity Surveyor
(Contractors Function)**

Main Purpose of Job

Responsible for managing all commercial and contractual aspects on a range of internal and external contracts for contracting division of IB Council. Postholder will be able to meet financial targets (turnover, cash flow, profitability) within required time frame and also be responsible for the estimating function in tendering for major building schemes.

Main Duties

1. Responsible for the preparation and submission of tenders for major contract works, estimating for direct works, obtaining necessary sub-contract tenders, providing senior management with tender reports, profit/overhead margins and completed tender documents.
2. Negotiating with sub-contractors including any variations, carrying out monthly valuations on site and negotiating and settling final accounts. Ensuring all procedures are in compliance with Council protocols.
3. Monitoring financial progress of contracts as the work proceeds, providing financial control (turnover, profit), managing commercial risk, compiling and negotiating final accounts with client.
4. Giving costing and contractual advice to service area and Operations team, and contributing to the pre-planning of the service areas workload.
5. Representing Ipswich Borough Council in major disputes with clients or sub-contractors, including the preparation, submission and agreement of claims.
6. Responsible for Health & Safety within delegated areas of Health & Safety policy.
7. Lead project teams to deliver contracts management to time, cost and quality parameters and achieve customer satisfaction and requirements.
8. Manage and monitor team of junior surveyors including allocating work, monitoring performance and appraisal including training and development.
9. 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

SENIOR QUANTITY SURVEYOR

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
Qualifications	Degree or equivalent level of professional building related qualification with post qualification practical experience. Minimum of 5 years technical professional experience	Health and Safety qualification.	Application/ Certificate
Relevant experience	In-depth knowledge of building construction, relevant legislation and regulations. Knowledge of use and interpretation of standard forms of building contracts Good working knowledge of all Microsoft Windows applications		Application/ Interview
Specialist Knowledge	Good knowledge of local government policies and procedures. Proven ability to successfully manage budgets, including monitoring and reporting		Application/ Interview

Personal Skills	Proven ability to organise and prioritise workload to meet deadlines / to help achieve service requirements Proven programming ability to successfully deliver a wide variety of projects in terms of time, cost and quality Proven ability to communicate at all levels, including external organisations Excellent interpersonal and negotiating skills Demonstrates effective presentation skills Proven ability to deliver successful innovative and creative solutions to service delivery		Application/ Interview
Special working conditions	Maybe required to work outside of normal working hours and to attend evening meetings or to meet deadlines		Application/ Interview