



Cumberland Council

Post Specification

Date	February 2023
PG Number	8050
Post Title	Quantity Surveyor
Job Family	Regulatory and Technical
Job Family Role Profile	RT14
Final Grade	Grade 14

To be read in conjunction with the job family role profile

Service Area description	
This is a key post within the Levelling Up Fund Programme of the Highways Delivery team. The Highways Delivery team is responsible for the delivery of the Council's highway works programme.	
Purpose of this post	
<ul style="list-style-type: none">To undertake all aspects of budgeting and costing activities and provide expert advice associated with projects and programmes across the Levelling Up Fund programme.To support the creation and implementation of a robust contract performance management and quality assurance environment.Undertake the procurement and management of significant contracts or multiple smaller contracts at any or all capital project life-cycle stages from initial feasibility to completion and asset handover.Manage the activities of both internal colleagues and external suppliers as required to ensure project and programme delivery.	
Key job specific accountabilities	
<ol style="list-style-type: none">To provide a specialist quantity surveyor service to include cost estimating and cost planning, preparation of unit costs, benchmarking of unit costs, budgeting, analysis of costs, and processing of financial information including final accounts.To provide support and guidance to project managers and others in relation to the cost management of capital projects and programmes.Responsible for the development and maintenance of contractor performance data and supporting contract managers and others in robustly appraising the performance of contractors.To work pro-actively with the Levelling Up Fund Programmes supply chain to build visibility of the forward programme and resource requirements.Ensure compliance with all relevant statutory requirements, financial controls, standing orders, procurement procedures, contract requirements and grant conditions.	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">Accounting for expenditure.Provision of review and assurance of large scale project and programme budgets.Managing contracts up to £2m.
Staff Management Responsibilities	<ul style="list-style-type: none">To manage external contractors and consultants.To lead internal colleagues in relation to the delivery of specific projects and programmes
Other	<ul style="list-style-type: none">Budget and cost management in a Levelling Up Fund programme context is essential.

Essential Criteria - Qualifications, knowledge, experience and expertise

- A relevant degree or NVQ level 5 in an appropriate discipline.
- Comprehensive knowledge construction & engineering cost management, contracts and their management and use of framework arrangements.
- Demonstrable knowledge of CDM regulations and their implementation in a diverse capital programme environment.
- Experience of cost management in construction or engineering projects, programmes and contracts.
- Substantial financial management experience and experience of working with financial management systems and in a commercial contracting environment.
- Experience in monitoring and managing of contracts, including performance and compliance across multiple frameworks and contracts.
- Substantial financial management experience in a commercial contracting environment and demonstrable experience in implementing supply chain strategies to achieve improved value for money.
- Experience of working in a relevant service area or industry.
- Thorough knowledge of application of standards, specifications, systems, guidelines, regulations and legislation appropriate to the service area.
- Development of project, programming and risk management skills including familiarity with either APM, or Prince 2 methodology.
- Experience/Capability in the management of NEC3 contracts

Disclosure and Barring Service – DBS Checks

- This post does / does not require a DBS check.
- The level of check required is:

Job working circumstances

Emotional Demands	<ul style="list-style-type: none">• Minimum exposure.
Physical Demands	<ul style="list-style-type: none">• Normal effort required.
Working Conditions	<ul style="list-style-type: none">• Minimal number of site visits; some exposure to weather on site visits, requirement for light PPE during site visits.

Other Factors

- Cumbria County Council is undertaking a step change in its modernisation and efficiency programme. The Highway Delivery team is fundamental to the success of this through the delivery of major works programmes that directly support the communities of Cumbria. We are expanding our dynamic and high performing team and encourage applications from candidates who relish challenge and share our vision for the delivery of high quality highway works programmes which directly support our communities.