

# Job description

Post title: Quantity Surveyor  
Service area: Housing Property Services  
Grade: PO2/3  
Reports to: Commercial Manager  
Your team: Capital Programme Delivery  
Number of supervisees: None

## Our ambition

We are determined to make Islington fairer. To create a place where everyone, whatever their background, can reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused, and supported to give their very best.

We want to build an organisation where employees feel valued, inspired, and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. In order to do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

## Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever changing environment, fluctuating demands and priorities. Ensure resources are professionally managed and effectively deployed to the best possible effects assuring value for money in all activities.

## Budget responsibilities

The postholder is responsible for dealing with approximately £10M pa of project work.

## Work style

Flexible/Office-Based/ Site Visits as required

## Primary Job Function

The Quantity Surveyor will form part of a team delivering Islington Council's programmes of capital and cyclical works.

The works will generally be undertaken by a contractor appointed under a bespoke NHF contract. However, work may occasionally be procured by means of traditional competitive tendering using JCT forms of contract.

The scale and range of work being undertaken will vary according to the available financial resources. The work will be delivered based on a 7-year cyclical programme and will include external decoration and repair, concrete/brickwork repairs and window and roof renewals, security works. Kitchens and bathroom renewals may be undertaken if resources allow along with upgrading work to electrical installations and central heating systems.

The Quantity Surveyor shall be committed to working to Islington Council's objectives, and the Quantity Surveying Group objectives and targets

1. To provide a professional quantity surveying service, assisting the Group Leader and Project Managers to deliver projects and programmes on time and to budget.
2. Establish and maintain clear communication with all clients and partnering /project teams; occasionally assist with the development of policies and strategies and ensure an integrated customer focussed service to the residents of Islington and other users of the service.

# Key responsibilities

1. Be responsible for all quantity surveying work in relation to selected projects/ schemes. Assist Senior Quantity Surveyor on other more complex projects.
2. To calculate, and report to the Client Representative (the Project Manager), the Task Price for each project, in accordance with the agreed Price Framework. To advise the Client representative on any request for a variation in the Task Price.
3. Carry out duties as a member of a multi-disciplinary partnering team including participating in risk management and value engineering exercises.
4. Provide all services in line with recognised professional standards, e.g. RICS, except as far as the duties and responsibilities are modified by the council's internal regulations and procedures.
5. Represent the service when acting for other agencies. Liaise with partnering teams, constructors, specialists, consultants, and other authorities to ensure effective co-ordination of projects and other works as directed.
6. Provide monitoring information on projects and other works as directed.
7. Prepare reports for Committees, Area Forums, Working Parties, Client organisations, Residents ' Associations, residents and outside agencies etc.
8. Work closely with Home Ownership Services to provide effective liaison, communication, and customer care to Islington's residents, in particular its leaseholders, attending residents' meetings, as required. These meetings are often held in the evenings.
9. Provide appropriate cost information for brief development and feasibility studies and technical briefs. Provide specific documentation to Home Ownership Services for leaseholder consultation and invoicing purposes.
10. Ensure the highest standard of cost control and cost management on all projects.
11. Monitor own progress against project programmes and targets.
12. Ensure work is in accordance with required standards and current regulations.
13. Examine schemes for feasibility, viability and for adherence to Islington Council's Procurement Code, policies, and practices.
14. Liaise and negotiate with Government departments, consultants, statutory undertakings, and other relevant organisations.

15. Examine and check contractors' price frameworks and draft Task Price submissions. Participate in risk management and value engineering exercises to achieve a Task Price within agreed budgets.
16. Examine and check any other tender prices, invoices, accounts, and claims rendered by contractors/constructors and respond appropriately.
17. Prepare, examine, check, negotiate and agree final accounts. Assist with negotiation and settlement of all matters arising from receiverships, liquidations, and the like. Programme, monitor and undertake the settlement of contractual disputes and loss and expense claims. Assist with the adjudication and arbitration proceedings.
18. Undertake, as required, investigation and research concerning new techniques and innovations within the building industry.
19. Work to the section's practice account arrangements by undertaking all the duties required by the business management system, including the completion of timesheets and the regular provision of progress reports to the business support group. Monitor fees for the area of work for which you are responsible and ensure that you do not overspend your fee allocation.
20. Advise on the appraisal, selection and performance of contractors and sub-contractors.
21. Project/Work Supervisory Responsibilities:
  - Ensure effective communication
  - Deputise for the Project Manager, if required
  - Ensure that the building services are provided in a cost effective and competitive manner.
  - Ensure adherence to Building and Contract Law and Islington Council's Procurement Code, and take corrective action as necessary to meet these.
  - Ensure that the obligations of Health & Safety legislation and Islington Council's health and safety policies are met in relation to the responsibilities of the job.
22. To ensure that services are provided in accordance with Islington Council's commitment to "Best Value" and high quality service provision to service users.
23. Support Project managers on all aspects of professional quantity surveying functions relating to Insurance, Licensing, Condition and Structural Surveys, Party Wall Matters and Right to Buy issues etc.
24. To undertake other duties commensurate to the grade of the post.

**ADDITIONAL:**

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.

- To undertake training and constructively take part in meetings, supervision, seminars, and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality, and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

# Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

## Essential criteria

### Qualifications

Essential criteria	Criteria description	Assessed by
1	Chartered Quantity Surveyor or Member of the Chartered Institute of Building or equivalent with experience in quantity surveying  And/or  Approaching the end of a period of study to qualify as a Quantity Surveyor with substantial relevant work experience in this field.	Application/ Interview

### Skills

Essential criteria	Criteria description	Assessed by
2	Must be able to demonstrate experience and knowledge of Quantity Surveying, building construction, maintenance, repair, and refurbishment in relation to public sector housing, from inception to completion.	Application/Interview
3	Proven ability to communicate effectively both verbally and in writing, along with good IT skills, and strong attention to detail.	Application/Interview/Test
4	Proven Ability to draft technical reports.	Application/Interview/Test
5	Must be able to solve technical problems associated with Quantity Surveying.	Application/Interview/Test
6	Ability to plan and deliver projects to a programme within budgets and fees and to monitor and control costs at all stages.	Application/Interview/Test (delete as applicable)
7	Ability to contribute to budget preparations, to monitor and control costs and to ensure that services are provided in a cost effective and	Application/Interview

Essential criteria	Criteria description	Assessed by
	competitive manner in accordance with quality plans and within a framework of Best Value.	
8	Ability to co-ordinate and/or lead on one or more of the divisions responsibilities, such as on specific quantity surveying aspects of repairs and maintenance issues, programmes of work, technical issues, etc	Application/Interview
9	Knowledge of building construction, specification, methods of measurement and project management.	Application/Interview
10	A working Knowledge of building legislation and Building Regulations.	Application/Interview
11	Knowledge of building and maintenance contracts.	Application/Interview
12	Ability to advise on, the appraisal, selection, appointment and monitoring of contractors and sub-contractors.	Application/Interview
13	Ability to co-ordinate the work of technical staff within a project team, with each other and with other professional teams, both inside and outside the Service.	Application/Interview
14	Ability to adhere to the Council's Dignity for All policy.	Application/Interview
<b>Additional requirements for linked graded posts</b>		
15	Ability to assist with the appointment, and to liaise with consultants	Application/Interview
16	Ability to advise on methods of procurement and preparation of schemes.	Application/Interview

## Special requirements of the post

Essential criteria	Criteria description	Assessed by
17	This role will require you to obtain an Enhanced/Standard satisfactory clearance from the Disclosure and Barring Service	
18	Ability to attend evening meetings as and when required with notice	Application/Interview

# Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

