**Job Description**

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| **Department** | **CORPORATE RESOURCES** |
| **Job Title** | **QUANTITY SURVEYORS’ & COST MANAGER** |
| **Grade** | K |
| **Primary Purpose of Job** | To manage major projects, worth over £50m, relating to new build, alterations and refurbishments on the Council’s estate, having oversight of teams of consultants and contractors, and take overall responsibility for managing construction / project delivery and costs. |
| **Reporting To** | Head of Capital Projects |
| **Direct Staffing Reports** | None |

**Main Duties**

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| **1** | Manage and oversee all aspects of project planning, development and implementation for a range of projects, including developing project plans, co-ordinating resources, managing budgets, meeting reporting requirements, and supporting project related activities, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope. | |
| **2** | Develop and implement strategies and tools for the continuous monitoring and evaluation of performance, including risk and contingency management, benefits realisation, and project impact and quality measures, to identify and address issues and assess project progress overall. | |
| **3** | Manage stakeholder relationships through effective communication, negotiation and issues management to ensure they are engaged throughout the project and project deliverables are met. | |
| **4** | Oversee research and formulate recommendations to support evidence-based project planning and decision making.. | |
| **5** | Be accountable for the management of all project documentation in a manner consistent with corporate project methodology, including management of effective record keeping and version control of project documentation. | |
| **6** | Evaluate potential sites and/or condition of existing locations for the purpose of determining construction and/or renovation requirements and ensuring that locations decided upon meet all project needs, requirements and specifications. | |
| **7** | Work collaboratively with elected members, commissioners, partners, service providers and with service-users and citizens, to understand their requirements and expectations and to develop and deliver a range of capital investment projects which support the Council’s goals and statutory responsibilities. | |
| **8** | Lead on the procurement and management of relevant consultants and contractors. | |
| **9**  **10**  **11** | Consistently challenge, manage and benchmark costs and ensure project compliance with requirements of legislation and/or external authorities  Line manage and provide leadership to the team of Quantity Surveyors (QSs), ensuring effective workload allocation, professional development, and performance management to support project delivery and financial control.  Support the professional development of Quantity Surveyors and other team members, fostering a high-performance culture and ensuring adherence to best practices in cost management, contract administration, and financial reporting. | |
| **12** | Deputise for the Head of Capital Projects and other senior management, where appropriate. | |
| **Date Job Description prepared:** | | **February 2025** |
| **Job Description prepared by:** | | **Head of Capital Projects** |

**Person Specification**

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| **Department** | | | **CORPORATE RESOURCES** | | | |
| **Job Title** | | | **CAPITAL PROJECTS CONTROLS MANAGER** | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Comprehensive knowledge of professional techniques related to the review of development and construction plans, construction, and capital project management. | | | | | Application Form / Interview |
| 2. | Extensive knowledge and experience of procurement and commissioning. | | | | | Application Form / Interview |
| 3. | Understanding of the roles and responsibilities within capital projects, the built environment, the construction industry and on site and the associated documentation requirements and industry relevant controls. | | | | | Application Form / Interview |
| 4. | Well-developed influencing and persuasive skills and ability to offer a persuasive argument both with internal and external stakeholders in order to achieve key project milestones whilst retaining a positive attitude. | | | | | Application Form / Interview |
| 5. | Resource and financial management skills, including resolution of conflicting priorities, formulating budgets, rigorous monitoring and control procedures. | | | | | Application Form / Interview |
| 6. | Understanding of the contractual obligations and requirements as applied to capital projects and construction. | | | | | Application Form / Interview |
| 7. | Demonstrated high level of analytical, creative thinking and problem-solving skills. | | | | | Application Form / Interview |
| 8. | Proficient in using project management software and tools. | | | | | Application Form / Interview |
| 9. | Strong working knowledge of JCT and NEC3/4 contracts, including their application in project management, cost control, and dispute resolution. | | | | | Application Form / Interview |
| 10. | Proven ability to lead, mentor, and manage a team of Quantity Surveyors (QSs), ensuring high standards of cost management, contract administration, and project financial control. | | | | | Application Form / Interview |
| 11. | Experience in developing and implementing performance management frameworks for direct reports, including professional development, workload planning, and staff mentoring. | | | | | Application Form / Interview |
| 12. | **Competencies** – Please note the Council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section. | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Level 6 qualification (e.g., Bachelor’s degree) or a higher qualification (e.g., Master’s degree, Postgraduate Diploma) in a relevant field such as Quantity Surveying, Construction Management, Project Management, Civil Engineering, or a related discipline, OR 10 years of relevant experience operating at an advanced level by seniority, specialism or academia to meet the requirements of Chartership. | | | Application Form / Certificate/Interview | |
| 2. | | Experience of budgetary responsibility within projects. | | | Application Form | |
| 3 | | Proven experience in programme / project management in a similar role and environment | | | Application Form / Interview | |
| 4. | | Demonstrated ability to develop and implement strategic approaches to cost management, contract administration, and financial oversight within a team setting. | | | Application Form / Interview | |
| 5. | | Professional membership with a relevant chartered body, such as the Royal Institution of Chartered Surveyors (RICS) or similar. | | | Application Form / Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. The post holder is also responsible for supporting the professional development of their team, ensuring continuous learning and adherence to best practices in Quantity Surveying and capital project management. | | | Interview | |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview | |
| 3. | | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service. This includes supporting critical project milestones, contract negotiations, or addressing urgent site-related matters | | | Interview | |
| 4. | | This post has been designated an essential car user post. You must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. You will also need adequate vehicle insurance cover to comply with the Council’s requirements, in line with the Travel Costs Reimbursement Policy. | | | Interview | |
| 5. | | Posts that are designated as Information Asset Owners will be expected to lead and foster a culture that values, protects and uses information for the public good. They must know what information the asset holds, what enters and leaves it and why, being responsible for maintaining this overview within the Council’s Information Asset Register. The IAO will also need to know who has access and why and ensure their use of the asset is monitored and used for service delivery and performance management, understand and address risks to the asset and provide assurance to the SIRO/ DSIRO. Ultimately, the IAO must ensure the asset is fully used for the public good, including responding to access requests, audits and transparency/open data requests. | | | Interview | |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | | |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Experience in managing and leading a team of Quantity Surveyors (QSs), ensuring workload allocation, staff development, and performance management. | | | Application Form / Interview | |
| 2. | | Formal training and/or accreditation in JCT and NEC3/4 contracts is desirable | | | Application Form / Interview | |

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| **Date Person Specification prepared:** | **February 2025** |
| **Person Specification prepared by:** | **Head of Capital Projects** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





