

| JOB DESCRIPTION | |
|------------------------|-------------------------------------|
| Job Title: | Assistant Quantity Surveyor |
| Directorate: | Place and Economy (P&E) |
| Service: | Highway Contracts and Commissioning |
| Reports to: | Construction Cost Manager |
| Grade: | S01 |
| Hours: | 37 |

PURPOSE OF THE JOB

The Assistant Quantity Surveyor will provide commercial support to the delivery of a range of highways maintenance services including cyclic maintenance and improvement schemes. The roles will entail reviewing Contractor pricing and checking for adherence to the Contract and ensuring the application of the correct rates and agreed prices. The role will provide the client within house cost assurance expertise seeking to establish benchmark cost data and drive efficiency and demonstrable value for money.

Working across P&E on the main NEC forms of contract for the delivery of Highways and Transport Services in Cambridgeshire.

Through collaborative working the suppliers aim to deliver savings for all the authorities within the partnership. This post will therefore be responsible for the identification and oversight of collaborative opportunities, facilitation of project groups, and leading and driving forward efficiencies. The role will also seek efficiencies through collaboration.

| | Principal Accountabilities | % Relative Importance |
|----|--|------------------------------|
| 1. | <p>Commercial Management</p> <p>Monitor and check Target Cost and Budget Estimate requests on the NEC Contracts within the Highways and Transport Service – check that adequate works information is provided and that the estimates are returned within Contract timescales. Work with internal and external colleagues to ensure consistency in service information, target costs and budget estimates. Check take offs and quantities and item coverage are correct for the activity to be</p> | 50% |

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| | <p>carried out, check the rates and build up are correct back to the contract, including fees and uplifts.</p> <p>Advise the whole team on the status of Target Costs and whether they are contractually and commercially compliant. Interrogate the costs management systems for both the Client and contractors, back to prime records. Use of works order management systems is a must and commercial awareness when carrying out these activities. Build up of rates and schedule of rates, first principle for pricing and checking value for money for the Council.</p> | |
| 2. | <p>Contract Management</p> <p>Provide guidance on the NEC form of Contract with particular emphasis of change management for the contracts and frameworks we have in place. Advise and guide new staff members in their workings of the NEC forms of contract and how to apply these to delivery of works and commercial requirements set by these contracts. Guide officers and provide support to the teams on commercial and contractual matters. Attend meetings with Officers and contractors, offer guidance and support to the teams throughout P&E who commission works through the NEC forms of contract and frameworks. Guide officers and support the teams on commercial and contractual matters, provide one to one support, attend meetings and provide training or presentations where required.</p> | 20% |
| 3. | <p>Change Management & Communications</p> <p>Check programme allowances and advise on productivity expectations. Ensure the programme for the task order is fit for purpose, that the programmes are realistic and affordable. Check risks have been accounted for that could affect programme and price, in risk registers.</p> | 10% |
| 4. | <p>Performance and Financial Management</p> <p>Check programme allowances and advise on productivity expectations. Ensure the programme for the task order is fit for purpose, that the programmes are realistic and affordable. Check risks have been accounted for that could affect programme and price, in risk registers.</p> <p>Review claims for payment and provide advice on contractual matters such as compensation events, in accordance with NEC forms of Contract. Check back up information is provided, check back to prime accounts and sub-contractors' records, on an open book basis.</p> <p>Review cost data and build library of benchmark costs, in the form of rates register for the contracts. Make sure we</p> | 10% |

| | | |
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| | track rates and defined costs for providing the service, ensuring rates are competitive in the open market. | |
| 5. | <p>People Management</p> <p>Provide guidance on the NEC form of Contract with particular emphasis of change management for the contracts and frameworks we have in place. Advise and guide new staff members in their workings of the NEC forms of contract and how to apply these to delivery of works and commercial requirements set by these contracts. Guide officers and provide support to the teams on commercial and contractual matters. Attend meetings with Officers and contractors, offer guidance and support to the teams, throughout P&E who commission works through the NEC forms of contract and frameworks. Guide officers and support to the teams on commercial and contractual matters, provide one to one support, attend meetings and provide training or presentations where required.</p> <p>Provide the necessary training and contract documents for those accessing the contract.</p> <p>Demonstrate an awareness and understanding of equality, diversity, and inclusion in your everyday working practices and behaviours.</p> | 10% |

| PERSON SPECIFICATION | |
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The following criteria are appropriate for this post. You must meet the essential criteria to be short listed for this post and it would be advantageous if you meet the desirable criteria.

Education, Qualifications & Training

Essential

- HNC in Civil Engineering, or quantity surveying or construction management.

Desirable

- Desirable Degree-qualified or equivalent in civil engineering, quantity surveying or construction management
- Relevant professional status, RICS, ICE, CIHT or relevant industry
- CSCS card, CITB accredited.

KNOWLEDGE

| (Area) | (Description) |
|---|---|
| Knowledge and experience with Method of Measurements especially highways based. | Highways Method of measurement, HMEP |
| Good organisational skills and the ability to prioritise to meet deadlines. Keen to pursue personal development needs and maintain up-to-date knowledge | CPD with a relevant professional body, such as RICS, ICE, CIHT. |

SKILLS AND APTITUDES

| (Area) | (Description) |
|---|--|
| Collaborative | Working with internal and external partners |
| Essential Ability to use a range of IT packages including Microsoft Office and bespoke packages | Excel, Word, PowerBI etc. Works order management systems such as Causeway, Confirm, Insight or equivalent. |
| High level of attention to detail and confidence to challenge commercial contract matters. | Target costs, compensation event and claims. |
| Excellent communication skills, both oral & written | |

| Experience | |
|---|--|
| Negotiations and ability to apply those skills internally, externally & with supply chain partners. | |
| Positive attitude always and the ability to integrate and play an active part in the Construction Team on commercial matters. | |