



Job Description and Person Specification

Job Title	Quantity Surveyor
Job Grade	NCC I
Reports to	Managing Quantity Surveyor/Head of Service
Other Resources	
Role Purpose	The Development section provides a client based professional function. The post holder will form part of a team & provide the management function of the estimating, quantity surveying, pre-work surveying and project management functions on the Development works along with submitting and agreeing Final Accounts on projects.
Key Accountabilities	• Full ownership of tenders and procurement from inception to project launch, including control of all commercial and financial aspects of projects. • To provide tender and quotation documentation, from design specifications for new build, extensions, alteration, modernisation and refurbishment work, for submission by, subcontractors or external resources. • Experience in pricing traditional tenders, cost plans and obtaining subcontract quotations where necessary. • Quality control of tenders, ensuring that estimates are prepared. • Be responsible for preparing building and maintenance contracts for all forms of work undertaken or commissioned, evaluate orders preparing acceptance reports and chairing pre-contract meetings. • Liaise with management to ensure commercial risks regarding insurances and terms and conditions of contract are fully understood. • Prepare and develop methods of planning and monitoring procedures on various contracts, ensuring that the data collected can be used as a monitoring tool and manage matters that may give rise to a contractual claim.



- Contribute to strategic financial planning and budget management for Nottingham City Council.
- Deliver projects within budget and to client satisfaction, providing estimates and quotations for building works.
- Prepare work programmes and material schedules and conduct site visits to ensure project specifications are met.
- Undertake valuations, certify payments, and monitor financial variations, preparing monthly financial reports.
- Manage contract variations, forecast cash flow, and produce interim progress reports.
- Investigate and report on contract over-runs, ensuring smooth material deliveries and site performance.
- Prepare and finalise accounts, ensuring compliance with CDM regulations and performance management.
- Develop and review operational procedures, ensuring risk and compliance arrangements are in place.
- Participate in multi-disciplinary teams, liaising with other stakeholders, consultants, design teams and partners as required, ensuring that deadlines are adhered to and contract targets are achieved.
- To be responsible for maintaining effective liaison and partnership working with external organisations and internal colleagues.
- To contribute to the effective running of the service area through attendance at meetings, training events and lessons learnt events as required.
- Other duties, which are broadly consistent with the job.

GENERIC RESPONSIBILITIES:

- Demonstrate and promote excellent standards of customer care in the context of Nottingham City Council's Mission, Vision and Values, to uphold the Equality and diversity policy and to participate in training activities necessary to your post.



	• Adherence to Standing Orders and Financial Regulations and Health and Safety standards. • Responsible and accountable for promoting and encouraging tenants and leaseholders to be involved as respected partners in influencing, developing and improving services in their local area through the menu of involvement for tenant involvement. • Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives. • Ensure good financial management and assist in maintaining financial sustainability by adhering to the Council Financial Accountabilities Framework and Financial Regulations.
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Signed and agreed by the post holder..... Date.....


**PERSON SPECIFICATION – Quantity
 Surveyor/Estimator**

Requirements	Essential – E /Desirable - D
Experience and knowledge	
Minimum of 3-5 years of experience working as a Quantity Surveyor/Estimator within the Housing construction industry.	E
Experience in preparing cost estimates, tender documents, and budget forecasts for large-scale construction projects within a value for money framework.	E
Experience in both pre-contract (estimating, tendering, procurement) and post-contract (cost control, contract administration, final accounts) activities.	E
Strong understanding of cost breakdown structures and construction methodologies to evaluate and estimate project costs accurately.	E
Understanding of risk management and how to identify, assess, and mitigate cost-related risks on projects.	E
Knowledge of project management processes and how quantity surveying and estimating fit into the overall management of a construction project.	E
Awareness of current trends in the construction industry, including new technologies, building materials, and methods that may influence project costs and timelines.	E
Ensures that all aspects of a project's cost, from labour and materials to contingencies, are comprehensively considered and included in estimates.	E
Proficiency in all Microsoft applications; word, excel, PowerPoint for cost management, estimating and scheduling.	
Skills & Abilities	
Excellent verbal and written communication skills, with the ability to explain complex cost issues clearly to clients, subcontractors, and internal teams.	E



• Ability to accurately prepare cost estimates based on project drawings, specifications, and tender documents.	E
• Experience in budget creation, cash flow forecasting, and ongoing cost monitoring during a project.	E
• Exceptional attention to detail in reviewing project documents, tenders, and contracts to ensure accuracy	E
• Critical thinking skills to evaluate various options and propose effective solutions that minimise costs while maintaining quality standards.	E
• Skilled in negotiating with contractors, subcontractors, and suppliers to secure the best value for the project while maintaining strong relationships.	E
• Capable of managing conflicts and disagreements during negotiations, ensuring that contracts are favourable and fair to all parties.	E
• Excellent interpersonal skills with the ability to work closely with project managers, architects, and other stakeholders.	E
• Ability to manage multiple projects simultaneously, prioritising tasks to meet tight deadlines without compromising quality.	E
• Ability to organise and track various aspects of cost estimation and control, ensuring all project milestones are met on time.	E
• Ability to adapt to changing project requirements and evolving industry trends, especially in response to changes in technology, regulations, or stakeholder needs.	E
• Demonstrates strong organisational skills by managing documentation, schedules, and records efficiently, ensuring that all information is accessible and well-maintained.	E
• Demonstrates tact and diplomacy when negotiating contract terms, cost adjustments, or dealing with disputes, ensuring mutually beneficial outcomes.	E
Qualifications	



Degree in Quantity Surveying or HNC in Building Studies, Construction Management, Civil Engineering, or a related field.	E
Professional qualification (e.g., MCIQB, RICS, MRICS, FRICS, AACE) would be advantageous.	E
Behaviours	
High level of integrity, ensuring that all estimating and cost management activities are carried out ethically, ensuring compliance with legal and professional standards.	E
A strong commitment to continuous professional development, staying current with the latest tools, techniques, and industry best practices in quantity surveying and estimating.	E
Demonstrates a positive influence on team culture, driving a commitment to excellence and inspiring others to deliver high-quality results in cost estimation and project execution.	E

Author.....

Date.....