



Job Description

Job Reference

Job Title	Quantity Surveyor – Highways Team		
Service	Place and Growth, Highways, and transport	Team	Highways and Infrastructure
Location	Shute end, Sites within borough and home		
Reports to	Manager Highways		
Responsible for	Ensuring that the main contracts are delivering value for money through close working with the Contract Manager.		
Grade	Type of position:		Date
11	Permanent- Full Time		14/04/2023

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Service Purpose

The Highways and Transport team are responsible for Wokingham’s Highways maintenance and construction including street lighting, structures, bridges, drainage, road resurfacing, Safety and cleaning, Parking management and traffic orders, moving traffic offences and transport links including public transportation support.

Purpose of the role

The Highways Quantity Surveyor will produce fully costed, analytical estimates for a range of highways works undertaken by the Highways service area, working with other teams in Highways and the Division to ensure a consistent and integrated approach to the delivery of services. The spend across highways is £250 million so this responsibility to deliver value for money is wide ranging and of significant value.

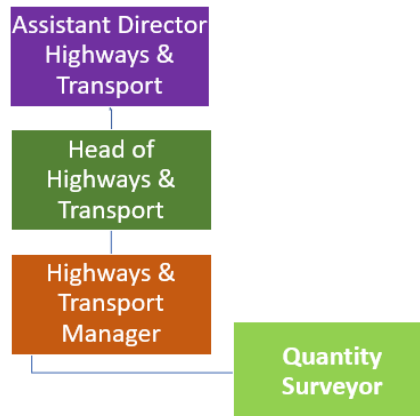
Verifying and reporting on the execution of the work and confirming stage work accomplished, progress etc. Working independently and proactively to deliver better outcomes for the council in conjunction with colleagues and contract manager, as necessary. The Quantity Surveyor role will ensure that the main contracts are delivering value for money through close working with the Contract Manager.

Main Accountabilities

1	Undertake estimates for basic & complex schemes, prepare detailed bills of quantities, prepare programmes and schedules of work, including financial aspects of the works undertaken by Highways.
2	Actively minimise the costs of a project and enhance value for money, while still achieving the required standards and quality.
3	Provide commercial support for the preparation of schemes and projects for future contracts and reviewing potential contract costs including contracting options where applicable.
4	Undertake regular benchmarking of highway schemes to ensure costs continue to deliver value for money.
5	Accountable for ensuring that costs are accurately reflected in the estimates and payments, and that schemes are delivered within the budget allocation/ contract parameters and are fair.

6	Undertake the full range of contract duties including on-site measurement and valuation, preparation and submission of valuations, recovery of all entitlements and maximising income which is due to the service area.
7	Advise, prepare reports, attend meetings, liaise and co-ordinate with others in respect of estimates and quantity surveying issues, value for money, associated works, and related priorities.
8	Procure sub-contractors in partnership with the Corporate Procurement team to ensure appropriate information is collated to enable contracts for works/goods to be successfully tendered.
9	Plan and programme project works in collaboration with operational Team Leaders to ensure the effective utilisation of resources and recovery of income associated with the projects are delivered.
10	Advise WBC on the legitimacy of the Contractors supplier procurement activities including the integrity of negotiations.
Supervision Received	Annual Appraisal Monthly one to one
Supervision Given	n/a
Contacts & Working Relationships	This role is pivotal across the whole of Highways and as such will have working relationships with all the following: Internal and external customers All internal teams CLT (Corporate Leadership Team) PGLT (Place & Growth Leadership Team) Suppliers Members Contractors Contract Managers Senior Managers
Management of resources or budget	No direct budget but responsibility for providing support across the whole of highways & transport that ensures the £250m spend is accounted for and accurate for works carried out.
Special Factors	<i>Ability to travel around borough on occasions</i>

Organisation Chart



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
<i>Detail the levels of educational achievement and vocational training necessary to carry out the duties of the post. Include level, depth or standard of qualification.</i>	Relevant professional qualifications or proven equivalent expertise	Member of Chartered Institute of Civil Engineering Surveyors or other appropriate professional qualification
Technical Skills.	Essential	Desirable
<i>List the technical skills and level of proficiency required to carry out the role.</i>	Good working use of core Microsoft applications including Teams, SharePoint, Excel, PowerPoint, MS Word and Project.	Has used contract management software to help manage contracts, such as CEMAR
	Is familiar with all forms of contract used in a highway environment but especially the NEC suite of contracts and can recommend options for consideration	
Knowledge	Essential	Desirable

<p><i>List the areas of knowledge in which the post holder would have to be proficient to carry out the duties of the post, detailing the specific area of specialism and any related professional and/or legislative frameworks.</i></p>	<p>Confident of procurement practices and legislation used in construction contracts, including forms of tender, conditions of contract and forms of partnership.</p> <p>The process of valuation and the measurement of highway works, including applicable standard methods of measurement, as part of any contracts let.</p> <p>Familiar with the range of materials, plant and transport employed in highway construction and maintenance projects and their relationships within different contract forms.</p> <p>Understand Quality Assurance and Environmental Management systems and how they apply in the highways environment and to contracts.</p>	<p>Can determine and differentiate risks within contracting options and offer advice accordingly</p>
<p>Experience</p>	<p>Essential</p>	<p>Desirable</p>
<p><i>Detail the level of experience required of the post holder.</i></p>	<p>Degree level qualification in Quantity Surveying</p> <p>Demonstratable experience in active work roles post qualification.</p> <p>Financial management and budgetary control of highway schemes including major works schemes between over £2 million</p> <p>Financial & budgetary controls of contracts managing day to day highway activities.</p> <p>Experience of producing estimate, tenders, bills of quantities, valuations and carrying out contract administration across different forms of contract.</p> <p>Experience of estimating and/or quantity surveying in a highway's environment.</p>	<p>Public sector procurement</p> <p>Familiar with revenue and capital funding in the public sector.</p> <p>Significant but demonstratable career experience in similar roles.</p>

Other	Essential	Desirable
<i>Detail any specific requirements not covered by the above.</i>	<p>Prepared to work outside of normal office hours to support seasonal or emergency activities to support the delivery of highways projects to meet demands and deadlines.</p> <p>Able to work in all weather conditions for extended periods of time.</p>	
<i>Driving License</i>	Clean full driving license	
Completed by:	Chris Easton	Date: August 2024