

Job Description



Job Title: Senior Quantity Surveyor, Projects (Assets)	Service Area: Property	
Directorate: Inclusive Economy, Housing, Culture & Property	Post Number: Fusion	Evaluation Number: JE 7453
Grade: PO7	Date last updated: March 2025	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

- To contribute to the provision of a viable and competent Quantity Surveying/Cost Consultancy Service.
- Report to the Head of Surveying Services and assist in managing the Surveying Team.
- To liaise and work with client officers and external bodies to deliver all projects assigned to the postholder.

- Ensure at all times that robust cost management is applied to projects, throughout the project lifecycle from inception to completion of the 12 month defects liability process.
- To engage and negotiate with contractors in connection with contract and financial matters.
- To prepare draft payment certificates and final accounts for approval by the Head of Surveying Services.
- To manage project and fee budgets, maintaining spreadsheets, producing cost reports and ensuring that key project colleagues are kept apprised of costs at all times.
- To ensure that projects meet design, quality and budget requirements set by the clients and project managers.
- Ensure that all projects have suitable documented information to satisfy auditors and project managers.
- To comply with the Councils key initiatives relating to quality management frameworks, Health and Safety, Risk Assessment, Continuity Planning, Compliance, DDA, etc.

Job Summary

The role sits within the Projects function of the Council's Property team, which is part of the Inclusive Economy, Housing, Culture & Property Directorate. Its focus is on the delivery of an effective and efficient quantity surveying/cost consultancy function, ensuring best value for the Council at all times, keeping costs within budget and being a key part of the Projects (Assets) Team.

The role reports to the Head of Surveying Services.

The post holder will have line management responsibility for the Trainee Quantity Surveyor and Clerks of Works in the Surveying Team.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. To be responsible for projects of all complexities undertaken by the team with minimum supervision and guidance.
2. To develop, implement and maintain policies, practices and procedures on standards of performance and professional/technical developments.
3. To prepare and present reports, procedural and guidance notes on policy, technical issues and standards.

4. Have an in depth knowledge of the Council's procurement process and work with Property's procurement lead to ensure that all relevant tender documents are complete and can be published in line with project plans.
5. Part of the tender evaluation panel and responsible for drafting the tender acceptance report for project managers to progress the governance process.
6. To ensure that all members of the team are aware of current legislation, Forms of Contract and Newham amendments, providing advice and guidance at all times.
7. The post holder must be efficient in reviewing and developing the appropriate commercial and management strategies for team members to follow ensuring that financial risks are adequately managed to protect the Council from both delays and consequential costs.
8. Responsible for the day to day line management of the Trainee Quantity Surveyor, ensuring the post holder has the necessary support, development and training to progress to become a fully qualified Quantity Surveyor.
9. Responsible for the day to day line management of the Surveying Team's Clerks of Works.
10. The post holder will liaise with the surveying team, other managers and project managers in the Projects Team and staff elsewhere in the Council on the financial and contractual management of projects.
11. To ensure that the Authority's interests are guarded regarding all financial and contractual matters.
12. To agree final accounts with contractor's Quantity Surveyors, including negotiation to reduce costs where applicable, management of the 12 month defects period and approval of Making Good Defects Certificates to ensure correct close down of projects.

To undertake all responsibilities listed below:

1. Responsible for commissioning, co-ordinating and directing the work of consultants, including appointments by fee tendering.
2. To provide relevant information supporting the project managers/clients on future work programmes.
3. Responsible for providing best value assessments.
4. Responsible for providing cost information to project managers/clients for life cycle costing.
5. Responsible for the management and guidance of the team, when required, on the analysis of contractual claims from contractors to resolve disputes and avoid arbitration.
6. To keep up to date with current working practices such as tendering/estimating and procurement procedures.
7. Responsible for providing cost analyses for new projects.
8. Responsible for monitoring contracts against KPIs and taking the necessary action where required.

9. Responsible for cost control on all projects, ensuring projects are delivered within budget and escalating issues to the Head of Surveying Services immediately they arise.
10. To negotiate with contractors including analysis of loss and expense claims and claims for extensions of time in order to seek the best outcome for the Council.
11. Responsible for value engineering/reductions to scope of works in collaboration with the project manager/client department to ensure that works are kept within agreed budgets.
12. To assist the project manager in establishing client requirements and undertaking feasibility studies.
13. To perform risk and value management and cost control.
14. Responsible for overseeing contract matters including warranties, insurance, bonds etc.
15. Visit site where necessary to value works and attend meetings.
16. Arrange meetings with design teams/contractors as required to ensure smooth delivery of projects, ensuring that meeting notes are taken and circulated and actions followed up to avoid project slippage.
17. The postholder must adhere to the Council's governance and procurement process and apply these to projects, collaborating with the appropriate colleagues to do so.
18. Responsible for understanding Contract Standing Orders, adhering to them and ensuring that all team members do the same.
19. Assist the Head of Surveying Services in working with the Council's Climate Action team and project managers in developing strategies to decarbonise the Council's building stock.

Other Duties

- To uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council policies and procedures.
- To understand and comply with the Council's equal opportunities policy.
- To deal with Safeguarding issues that might arise in line with the Council's policies and procedures.
- Be aware of the Council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.
- To treat all information acquired through your employment, both formally and informally, in strict confidence.

- Operates an ethos of joint working with other Council teams and external suppliers.
- The postholder will be expected to carry out such other reasonable duties which may be required from time to time.
- To attend range of meetings and panels as required.
- The postholder will be required to work up to 36 hours per week and occasional requirement to work outside 'normal' office hours/as required by their line manager.
- The role is delivered via hybrid working, ie office, on-site and working from home.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

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PROTECTING OUR STAFF AND SERVICES

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CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: - Awareness of technical and procedural developments in the building industry and the Quantity Surveying service. - Knowledge of technical and procedural developments that may impact upon the organisation and its client/customers/	Application Form / Interview Application Form / Interview

[illegible]

EXPERIENCE:

- Management of a wide range of schemes including large complex projects and associated duties and responsibilities including management of staff.
- Resource allocation and project supervision from inception to completion of the full range of architectural specialisms.
- Successful involvement in all aspects of project works from inception to completion.
- Wide range of experience based on detailed project related knowledge and ability to make technical decisions based on sound principle and precedent, frequently under pressure from clients and contractors.
- Experience of contract management, procurement and budgeting.
- Evidence in experience of the application and development of IT procedures in the field of building construction cost management.
- Extensive experience of cost control, managing and forecasting project budgets.
- Experience of evaluating tenders and the preparation of robust tender acceptance report.
- Experience of working with people at all levels, internally and externally, to deliver successful projects.

Application Form / Interview

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PERSONAL STYLE AND BEHAVIOUR:

- Ability to work under pressure and on own initiative
- Ability to assist in the training of staff under your supervision.
- Ability to communicate effectively both verbally and in writing at a level appropriate to the grade of the post.
- Ability to contribute to and participate in all types of meetings, at the appropriate level for the grade, including assisting with, preparing and/or presenting reports as appropriate.
- Ability to be persuasive, persistent and determined and inspire confidence and trust with people at all levels.
- A friendly and open personal style.

Application Form / Interview

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• Deals well with conflict resolution. • Flexible approach to working hours. • Committed to the achievement of equal opportunities and investment in people principles and to customer care, total quality principles and practices. • Resilient. • Team player, willing to support other team members and able to get the best from people. • Able to develop and inspire junior members of the team.	Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview
OTHER SPECIAL REQUIREMENTS: • Ability to climb ladders and scaffold, gain access to confined areas and uneven terrain, and distinguish between colours. • Ability to work occasional evenings, weekends and Bank Holidays to ensure successful project delivery.	Application Form / Interview