**SOUTH DERBYSHIRE DISTRICT COUNCIL**

JOB DESCRIPTION

**DIRECTORATE: PLACE AND PROSPERITY**

**SERVICE: HOUSING**

**POST TITLE: QUANTITY SURVEYOR**

**GRADE: PO3**

**REPORTS TO: OPERATIONAL DELIVERY MANAGER**

**JOB SUMMARY**

To undertake the full range of quantity surveying duties, across the Operational Delivery team, covering improvements, planned maintenance, responsive repairs and the Direct Labour Organisation. Working with the Operational Delivery Manager and team, ensure delivery of the Housing Capital Planned Works Programme. To provide expert advice and support on procurement, contractual and project management matters within the Housing Service.

**MAIN DUTIES AND RESPONSIBILITIES**

Be an ambassador of inspiration for the Councils, mission, vision, and values.

To ensure that the Council complies with its legal and regulatory obligations in relation to both financial and procurement activities.

To ensure the delivery of an effective and appropriate service to all service users, fairly and without discrimination**.**

Advise members of the Council, Council Departments and (where appropriate) other

individuals or organisations on all matters relating to building economics, cost fluctuation indices, quantity surveying, construction contracts and the operation of the Council’s tender procurement strategy.

Assist with the preparation and procurement of the Council’s Housing contracts including capital building and building refurbishment programs.

To support the achievement of the Council’s Corporate Plan, observe Corporate Values and promote environmental sustainability.

Provide advice, information and attend meetings and training as required.

Exercise stewardship of the highest order in relation to budgets and other resources in pursuance of the Council’s aims and objectives and in accordance with the Council’s Standing Orders and Financial Regulations, including the co-ordination, production, management and monitoring of the service’s budget and performance.

To adhere to and ensure appropriate compliance with the Council’s Health & Safety Policy.

To support, promote and comply with the Equality, Diversity and Inclusion actions and requirements when undertaking the duties of this post.

To comply with the Employee Code of Conduct and Ethics Standards.

To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.

Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

**Specific responsibilities**

1. **Quantity Surveying**
* Lead the delivery of the improvement and repairs function by:
* Preparing and issuing tender and contract documents including the preparation of estimates, Bills of Quantities, Schedule of Works and Specifications.
* Monthly scheme progress meetings to monitor performance and record information relating to programmes, budgets, customer satisfaction and other scheme issues.
* Carrying out interim valuations, produce payments certificates, undertake site measurements, value variations and produce final accounts.
* Monitoring the capital and revenue expenditure for Repairs, Capital works and the Direct Labour Organisation.
* Contributing to the development and monitoring of the procurement of contracts, services and suppliers within the Housing Service.
* Monitoring and reviewing the schedule of rates used on day-to-day repairs, planned maintenance, improvement schemes, voidproperties and any other schemes.
* Keeping up to date on current requirements in relation to quantity surveying and contract processes, including procurement and best practices.
1. **Performance and Team Management**
* To manage the Finance and Contracts Officer.
* Support managers to encourage staff to achieve high levels of resident satisfaction, ensuring agreed targets and quality standards are met.
* Regularly report on performance, learning from customer feedback.
* Keep up to date (for self and team member) with legislation and best practice in relation to all aspects of housing management.
* To undertake regular support, one-to-one coaching and performance appraisal with team member.
* To ensure that team member receives appropriate learning and training, and to plan for the deployment of staff in the team to ensure that priorities are met and that staffing levels are maintained to ensure service delivery.
* Manage, advise and instruct contractors regarding project finances.
1. **Resource Management**
* Monitor expenditure, making good use of customer feedback/profiling information as appropriate.
* In line with agreed delegated authority practices, sign off contracts, purchases and payments.

**Date Issued: February 2025**

**Issued by: Head of Housing**