

Job title:	Senior Quantity Surveyor & Contract Manager	Role Profile No	BP009
Grade/s	S		Jan 2018 update May 21
Salary Range			
Directorate / Pillar / Strand	Economy & Development Strategic Allocations and New Eastern Villages	Reporting to:	Technical Programme & Strategic Place Delivery Manager
		Responsible for:	2 x Site Supervisors

Reporting Structure: Reports to Technical Programme & Strategic Place Delivery Manager

Role Overview

This post has lead responsibility for undertaking the Senior Quantity Surveyor & Contract Manager role on the Councils key, strategic and complex projects ensuring that each project delivers the predicted benefits on time, within budget, generating exceptional value for the Council. The role also assumes responsibility for the leadership, and management of the Site Supervisors within the Technical team.

Role Purpose:

- Agreeing methods of measurement and unit rates for tender packages including valuation of all work to be tendered.
- Identification and negotiation of all financial Management of civil engineering projects with appropriate scale and complexity.
- To review & assess tender documents including completion of any contract documentation.
- To represent Swindon Borough Council at contractual commercial meetings.
- Negotiate, where appropriate, tendered prices with contractors.
- Commercial awareness of market conditions and tendering climate
- To be conversant with and put into practice the requirements for Health & Safety at Work act, CDM regulations, method statements, risk assessments and practices approved by the Council
- Create innovative opportunities for the project(s) to deliver exceptional results. Provide or instigate appropriate interventions where achievement is at risk.

- Works in partnership with relevant Council officers to ensure that strategic outcomes are effectively delivered for projects, achieving optimum Value for Money.
- To successfully project manage Council strategic/cross-cutting projects delivering a wide range of significant benefits for the Council.
- Supports project sponsors as required to enable them to fulfil their obligations.
- Responsible for ensuring that the Assistant Project Manager & Site Supervisor within the Technical Team are delivering against the objectives of their project(s).
- To support the Technical Programme & Strategic Place Delivery Manager to formulate and implement a Council wide project management approach that supports the ambition and changing needs of the Council.
- To provide quality assurance, facilitation, promoting contract management principles and methods (NEC3 Option A & C) coaching and mentoring to actively drive out efficiencies through new interventions on projects.
- Administration of Project Bank accounts including audits on a quarterly basis.
- To prepare and draft contract reports for submission to project governance boards, Corporate Board, Cabinet, and as required for any other Committees, setting out progress on the project(s), recommendations for decisions to be made and any other information as necessary.
- Regular contact on a daily basis with a large and varying number of groups/individuals both internal and external to the Council. Day to day engagement with and provide support, leadership and advice to Directors/Heads of Service and senior managers across Council departments and partner organisations, as required to ensure significant projects are effectively delivered.
- To keep abreast of relevant legislation, market developments and new systems commensurate with the objectives of the project management team.

Role Accountabilities:

- Provide appropriate contract manager leadership on key strategic and complex projects critical to the Council's achievement of its strategic objectives.
- Ensures that contracts for which the post holder is the designated project manager are delivering the intended outcomes, providing appropriate intervention when the Council's position is at risk of compromise which may include providing challenge at any managerial level.
- To advise on the completeness of contract documentation and ensure that the valuation is within the cost parameters of the tender
- Provide leadership and support Council teams to understand contract management and associated risks and implications of non-application of appropriate contract management processes and approach.
- Ensure the cost expectations of the projects are delivered effectively and enable the efficient operation and transformation of Council services
- Ensure that each project remains structured to drive out maximum value and enable service user business outcomes to be delivered.
- Assess the financial, operational and political impact of any changes to projects and propose solutions and mitigation.
- Ensure all contract changes are agreed and recorded through a variation process.
- To lead, direct and manage staff and workload within the Technical Team.
- Work in partnership with the Project Managers to maximise the, commercial and risk support and

advice provided to the wider business.

- No specific budget responsibility but responsible for ensuring all scheme budgets are effectively managed and risks escalated to Programme Manager. Facilitate in resolving complex contract issues between parties, assuming the role of lead negotiator as required achieving a 'win-win' outcome for the relevant parties.

Specific responsibilities and accountabilities

- To lead, direct, motivate and manage staff and workload within the Technical Team
- Ensure continued professional development undertaken as required enabling the team to maximise their input and influence on all projects.

Knowledge and Experience

- Substantial experience in contract management using NEC suite of contracts with focus on Option C methodologies and processes.
- Significant experience of and accountability for ensuring that complex/major projects are delivered on time, within budget to the agreed standards.
- Experience of working in a senior quantity surveyor & contract management role within a large organisation with significant numbers of large and complex projects.
- A strong negotiator, committed to achieving/facilitating sustainable outcomes for projects.
- Demonstrable ability to influence at all levels of internal and external businesses and facilitate 'win-win' outcomes.
- Comprehensive knowledge and interpretation of contract management to adapt processes as needed and influence stakeholders to achieve the desired contract(s) outcomes.
- Experience of successfully working within multi-disciplinary teams, including Heads of Service, senior managers, Members and other key stakeholders, including external partners.
- Ability to operate confidently at all levels within the business including Members, Heads of Service, senior managers, and other key stakeholders, including external partners.
- Experience of influencing and working collaboratively with a range of stakeholders integral to the success of a project(s) including, but not limited to, internal departments, external partners, agencies, government departments and other local authorities.
- Confident in and able to challenge actions, behaviours and decisions, at a senior level, in the event that they are contrary to the contract(s) objectives.
- Ability to promote excellent customer service, giving high priority to customer satisfaction.
- An excellent motivator of self and others.
- Experience of analysing situations and developing creative solutions.
- Experience of facilitation and problem solving to a successful outcome.
- Excellent verbal and written communication skills, including formal presentation. Excellent attention to detail.

Statutory and or Qualifications required for this post:

- Educated to degree level or equivalent.

- Experience in managing contracts to the value of £34m.

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Contacts and Relationships

Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role.