

Job Description



Environment Directorate Technical Services Division

Post Title	Assistant Quantity Surveyor (Fixed Term 12 months)		
Post Number	BG10884	Grade	5
Base	Baldwin House	Hours of Work	37
Car User Allowance	Yes	Disclosure	None
Contact	Jim Allen 01495 355705	Updated	August 2015

Principal Job Purpose

Responsible to: Assistant Architectural Services Manager

Responsible for: Assisting with the delivery of architectural projects undertaken by the Authority.

Principal Accountabilities

1. Assist with the development of the Department's expertise in cost planning, financial and contract management, funding bid applications and contract preparation and cost management of building projects.
2. Assisting with the preparation of tender documentation and management of the tender process in accordance with the Authority's procurement rules.
3. Assisting with corporate duties including asset valuations, property insurance valuations, and producing reports advising other departments on construction related matters.
4. Implement the Divisions responsibilities for Health & Safety and to comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
5. Motivate, encourage the development of staff.
6. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
7. Undertake any other duties that may be required.

Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
		Essential / Desirable	Application Form	Interview	Other (please specify)
Qualifications/relevant experience					
A minimum of HND or equivalent qualification in a Surveying discipline		Essential	✓		
A degree in Quantity Surveying, or a closely-related construction discipline		Desirable	✓		
Experience of working in a construction environment		Desirable	✓		
Other experience					
Knowledge/Skills					
Excellent IT skills, proficiency with e-mail and Microsoft Office software		Essential	✓	✓	
An understanding of building contract law, cost planning and contract management for construction projects		Desirable	✓	✓	
Understanding of the range of pre and post contract quantity surveying duties in respect of the design and construction of building projects.		Essential		✓	
Understanding of requirements for preparation of tender documentation and basic knowledge of construction methods		Essential		✓	
Ability to prepare professional documentation to meet specified deadlines.		Desirable	✓	✓	
Understanding of differences between different procurement methods		Desirable		✓	
Candidates must be thorough, methodical and diligent in their approach and an ability to work on their own initiative		Essential		✓	

2. Special Requirements	Essential	Desirable
Able to undertake duties of a physical nature as specified and be capable of dealing with site issues including inspections, people face to face or over the phone.	Essential	
Candidates to be enthusiastic with good communication and interpersonal skills, be able to prioritise and work effectively under pressure and work closely with colleagues and team members.	Essential	
Ability to show initiative and develop skills through training.		Desirable
Driving licence and access to vehicle for work purposes.		Desirable

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feed back results				✓
	Finds new and creative ways of doing things better		✓		✓
	Actively seeks to develop own skills and knowledge		✓		✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service		✓		✓
	Is committed to providing an excellent service to all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues		✓		✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others		✓		✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓