



Regeneration and Community Services

Post Title	Senior Quantity Surveyor		
Post Number	BG01267	Grade	9
Base	Agile Worker	Hours	37
Car User Allowance	Essential	Disclosure	None
Contact	Jim Allen	Updated	November 2024
Politically restricted	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes *		

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Assistant Team Manager - Commercial

Responsible for: Undertaking the delivery of key activities relating to the design, construction and financial management of major building projects within the County Borough.

Principal Accountabilities

1. Liaise with internal and external consultants, agencies and statutory bodies and assist in the preparation of Departmental & Corporate Plans and Policies.
2. Motivate and encourage the development of staff
3. Liaise with internal and external consultants, agencies and statutory bodies and assist in the preparation of Departmental & Corporate Plans and Policies.
4. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
5. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
6. Undertake any other duties that may be required.

Person Specification – Non Managerial

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Applicants should possess a recognised qualification to HND level or above in a Surveying discipline.	E	✓			
Fully qualified Quantity Surveyor and member of RICS	D	✓			
Proven experience in providing the full range of pre and post contract quantity surveying duties in respect of the design and construction of building projects.	E	✓	✓		
Minimum of 5 years experience in contract administration and financial management of building projects, in excess of £1m in value. Experience gained within a local authority environment would be an advantage, particularly in respect of the delivery of education, leisure, social services and regeneration projects.	D	✓	✓		
Able to undertake duties of a physical nature as specified and be capable of dealing with site issues including inspections, and people either face to face or over the phone	E	✓	✓		
Other experience					
Knowledge/Skills					
Good communication, interpersonal, management and delegation skills and be able to work closely with private and public sector organisations.	E		✓		
Good general IT skills including Office type applications. Ability to cope well under pressure and adapt to a dynamic and flexible work environment.	E		✓		
Ability to prepare professional documents and reports to meet specified deadlines.	E		✓		
Applicants should have an understanding of the regulations and procedures that are required to be followed within a local authority environment.	D	✓	✓		
Familiarity with NBS Building and Contract Administrator software applications	D	✓	✓		
A comprehensive understanding of building contract law and experience in cost planning and preparation of tender documentation for various methods of procurement. A thorough knowledge of construction methods and procurement processes is required to deliver projects from inception to final account within strict financial limits.	E	✓	✓		
Applicants should be enthusiastic, able to prioritise and work effectively under pressure.	E		✓		

2. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	D				

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Must possess a full driving licence and have suitable vehicle in order to undertake duties in connection with the role of Quantity Surveyor	E		✓		

4. 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	Plans ahead, organises work in advance				✓
	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				✓

Topic	Competencies	Assessment Method			
		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				✓
	Understands that changes are needed if things are to be improved				✓
	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 the 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				✓

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