

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

### Job Description

Job Purpose	
You will be responsible for the successful delivery of full quantity surveying services on a variety of different construction and maintenance projects and will play a key role in ensuring that value for money is achieved on all Estates projects and initiatives.	
Key Responsibilities	
1	Assisting the Senior Quantity Surveyor and Head of Commercial Management in the delivery of an efficient and effective quantity surveying service across the SPS.
2	Providing cost advice and estimates to support the preparation of feasibility studies, option appraisals and business cases for prospective projects and other Estates initiatives.
3	Delivering pre and post contract quantity surveying tasks on allocated projects, including preparing project budget estimates and cost plans; cash flow forecasting; advising on and preparing tender documentation; analysing and reporting on tenders received; cost control and cost reporting during site operations; preparing interim valuations; pricing and agreeing variations; advising on disputes; preparing and agreeing Final Accounts.
4	Providing quantity surveying services and commercial assistance to local maintenance teams, to assist them in the delivery of planned maintenance programmes/projects and capital minor works projects.
5	Providing quantity surveying services and commercial assistance to facilitate the procurement and administration of local and National Maintenance Contracts.
6	Line managing, training and developing Assistant/Graduate quantity surveying staff.

### Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
<b>Qualifications</b>		
Qualified to Degree level, or above (or equivalent), in Quantity Surveying.	<b>Essential</b>	Application
Membership of the RICS or actively working towards full membership status.	<b>Desirable</b>	Application
<b>Experience</b>		
<b>Delivering Services</b>  Experience of delivering quantity surveying services on a variety of complex projects and programmes, within a multi-site/multi-buildings environment.	<b>Essential</b>	Application Written Exercise Interview
<b>Leading and Supporting</b>  Experience of providing leadership, support and direction to others and teams, with the ability to influence and empower others to deliver strategic outcomes.	<b>Essential</b>	Application Interview
<b>Knowledge &amp; Skills</b>		
<b>Problem Solving and Decision Making</b>  Excellent analytical and decision making skills with an ability to recognise problems and reach sound and balanced decisions and implement solutions.	<b>Essential</b>	Interview
<b>Planning, Implementation and Control</b>  Evidence of your excellent organisational skills, demonstrating your ability to prioritise, forward plan, manage competing demands, and work under pressure to ensure outputs are delivered within organisational timescales.	<b>Essential</b>	Interview
<b>Building and Maintaining Relationships</b>  Accomplished people management skills with the ability to build and maintain effective, working relationships with a wide range of internal and external stakeholders.	<b>Essential</b>	Interview
<b>Communication Skills</b>	<b>Essential</b>	Written Exercise Interview

Excellent communication skills, with the ability to convey information both verbally and in writing, ensuring it is presented in a manner which is accessible and understandable to a variety of audiences and readership.		
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## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	29 January 2021	<b>Time</b>	12noon
<b>Initial Review of Applications</b>	<p><b>02 February 2021</b></p> <p>Your application form will be reviewed to determine whether you will be progressed to the next stage of the selection process.</p> <p>We will update you of the outcome via the Online Recruitment system. If successful, you will be invited to the next and final stages of the selection process.</p>		
<b>Assessment</b>	<p>The selection process for this role will consist of the following:</p> <ol style="list-style-type: none"> <li>1. Personality Questionnaire</li> <li>2. Written Exercise</li> <li>3. Interview</li> </ol> <p><b>Personality Questionnaire (open from 04 February – 11 February 2021)</b></p> <p>If progressing to the assessment day, you will be emailed by our providers to your nominated email address, with links to the Personality Questionnaire, which will feed into the interview process. The time to complete the questionnaire will be from: 04 February – 11 February 2021. These links will be open for 24 hours a day during the above dates. Further information on personality questionnaires will be provided in due course.</p> <p><b>Written Exercise (open from 04 February – 11 February 2021)</b></p> <p>Whilst the personality questionnaire is open, you will be emailed to your nominated email address, details of the Written Exercise.</p> <p><b>Interview* (18<sup>th</sup> February 2021)</b></p>		

	Further information will be provided to candidates progressing to this stage of the process by way of a formal invite to assessment via your online recruitment account.
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**\*please note interview dates are subject to change.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Agata Krupczynska** by email at: **agata.krupczynska@sps.pnn.gov.uk** or by telephone on: **01324 710 497** to allow reasonable adjustments to be made to assist you.

