



panoramic
ASSOCIATES



Blackpool Council

Quantity Surveyor

January 2025

POST NO.	9414
POST TITLE	QUANTITY SURVEYOR
DIRECTORATE	RESOURCES
DIVISION	PROPERTY & ASSET MANAGEMENT
SECTION	PROPERTY & PORTFOLIO MANAGEMENT
REPORTS TO	6089
LOCATION	NO 1 BICKERSTAFFE SQUARE
DBS STATUS	NONE
GRADE	H3

Role Purpose

To provide professional, technical, contractual and financial Quantity Surveying Services on construction projects and/or schemes working independently and lead a team to complete them within given timescales, costs and specifications.

Support the implementation of both the Corporate Asset Management Plan and the Councils Capital Programme.

Undertake feasibility option appraisals and estimates for proposed developments for property, producing reports to Senior managers and Clients to inform decisions regarding, budgets, specification and time scales.



Main Duties & Responsibilities

- To carry out feasibility studies and cost option appraisals
- Provide estimates, cost planning, procurement and Contract advice
- Prepare tender documentation
- Assess the risk of identified works and make recommendations for prioritisation of budgets
- Present and discuss cost information with Senior Managers, Head of Services, Head Teachers, and Client Departments
- Cost monitor project budgets
- Prepare background information and reports for negotiation and settlement of contract claims
- Agreement of Final Accounts
- VAT Queries
- Construction Insurance advice
- Procurement of Consultants, Surveys and Services
- Prepare and manage contract orders on the EPROC system for the Cost & Contract Manager

Initiative and Independence

Working independently, organising own work and monitoring the Assistant Quantity Surveyor's work.

Decisions on monetary spend on projects.

Advising other professionals on works required.

Working to professional standards and legislation.

Relationships/Nature of contacts

- Develop and maintain good relationships with internal and external stakeholders, including Senior Managers and Heads of Services, Head Teachers and external partners
- Advise contractors/suppliers on specifications, records, performance and ways of working
- Advise Clients, Head Teachers, Assistant Directors, Directors, and School Governors, regarding costs and contract control on property related projects, maintenance work and statutory service contracts
- Dealing with contractual issues, conflicting views, and aggressive personalities, when setting standards of workmanship on-site, and in negotiations of costs of contractors
- Work with the client to enable a comprehensive monitoring regime on service delivery provided for that client, clients representative and or line management
- Maintain relationships in order for regular meetings to take place with the client to ensure good working practices
- Maintain relationship with the client to ensure awareness of stakeholder expectations

Provide specialist professional advice to stakeholders both on request and proactively.

- Identify and report to stakeholders concerns, and advise on options available if required
- Build relationships and confidence in the service that Council Policy formulation is helped

Represent & promote the service internally & externally to influence decision making and understand stakeholders' views & concerns in order to ensure;

- Decisions are taken to benefit their service
- Service understands stakeholders' views, position, and needs

Team – work with other team members to share information & resolve problems; support and assist junior members; co-ordinate work and delegate actions.

Receive and clarify work instructions, discuss solutions & plans with Service Manager.

Customers – receive and respond to queries & complaints, gather information, explain situations; discuss and debate problems and their possible solutions.

Partnership & liaison groups – discuss problems, situations & solutions to arrive at mutually acceptable & beneficial decisions; share best practice.

Responsibility for Resources (Financial, Physical, Capital, Information).

Financial Resources

The post holder is responsible for the indirect management of financial resources and control of clients and department allocated budgets of between £700K and £20m per contract for capital projects typically between 2 – 4 projects per year.

2017/2018

Conference Centre Development - £27 million – 30 months

Grand Theatre Refurbishment - £1 million – 12 months

Coronation Street Restoration Project - £800,000 – 12 months

Spanish Hall Roof Restoration Project - £1 million – 12 months



They are responsible for regularly monitoring the finances and project works through to completion and agreement of final accounts, justifying any approved additional expenditure or variations in the process of the works.

The post holder will be a signatory for the council in authorising payment certificates, instructing of works through writing works orders and approving invoice payment.

Responsible for the day to day project scheme budget for the duration of the project reporting to the Cost and Contract Manager including preparation of interim payment certificates.

Data submitted in support of school funding bids, to the Department of Education. The property data surveys, fire risk assessments and disabled access audits also provide budget costs for works which are required to the council's non educational buildings.

Physical Resources

Data, PPE, phone, laptop

Planning Requirements

Plan and organise own work load including contributions from project team members, to meet given deadlines.

On own initiative and decision making assess the implications of surveys, faults or situations; provide options and recommendations for contract variations.

Creative thinking and challenge building design to accommodate costings that are suitable for purpose within an agreed budget.

Manage own workload and deadlines to clients expectations, with conflicting service demands for clients, and workloads of available contractor's resources.

Dealing with daily enquiries received from technical support staff and various client departments and External Contractors for maintenance repair works and projects.

Involved in projects for refurbishments, developments and restoration, providing estimates and briefs, can be from 6 months to 24 months.

Our Values

- We are **accountable** for delivering on the promises we make and take responsibility for our actions and the outcomes achieved
- We are committed to being **fair** to people and treat everybody we meet with dignity and respect
- We take pride in delivering **quality** services that are community focussed and are based on listening carefully to what people need
- We act with integrity and we are **trustworthy** in all our dealings with people and we are open about the decisions we make and the services we offer
- We are **compassionate**, caring, hard-working and committed to delivering the best services that we can with a positive and collaborative attitude

Equal Opportunities:

We do our utmost to ensure that there is no unjustified discrimination in the recruitment, retention, training and development of staff on the basis of their age, sexuality, religion or belief, race, gender or disabilities.



How To Apply

Panoramic Associates Ltd is acting as an employment agency to Blackpool Council on this appointment.

For a more in-depth conversation about the role please contact Jake Douglass, Senior Consultant or Louise Melton, Senior Delivery Consultant, who is leading on the process.

We hope you will consider making an application for this fantastic opportunity. To make an application, you will need the following:

- A CV which is tailored for this role.
- A supporting statement that sets out your understanding of both the role and the organisation, and how your experience matches the key criteria on the personal specification.

Alternatively, you can submit your CV direct to our consultants.



Jake Douglass

j.douglass@panoramicassociates.co.uk



Louise Melton

l.melton@panoramicassociates.co.uk

