**BCP COUNCIL**

**JOB DESCRIPTION**

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| **Service Unit** |  | **Environmental Services** |
| **Post Title** |  | **Highway and Construction Quantity Surveyor** |
| **Post No** |  | **105022** |
| **Grade** |  | **J** |
| **Responsible to** |  | **Improvement Works Manager** |
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**MAIN PURPOSE**

* Assist the Improvement Works Manager with the planning, supervising and delivery of highway construction services.
* Provide high quality integrated service which maximises the potential of our people, directly supporting Environment Theme in particular:

*Help ensure that BCP Environment is safe, clean, green now and in the future.*

* To work alongside contractors and partners of the BCP Council to achieve purpose.

**MAIN RESPONSIBILITIES**

1. To prepare costings, estimates and quotations for highway construction and maintenance activities including bills of quantities and schedule of rates.
2. To undertake cost analysis, identifying risks and implementing cost controls. Value completed works, analysis outcomes are supporting cost recovery.
3. Assist in establishing project requirements, developing solutions, method statements and project planning.
4. Support the procurement and ongoing management of contracts (subcontractors, plant, labour and materials), allocating work, identify, analyse and develop responses to commercial risks.
5. To propose and develop alongside the Improvement Works Manager new policies, working methods and practices for implementation. Balance conflicting and complex demands, the implementation of designs and engineering requirements.
6. To seek opportunities and actively support the delivery of commercial services including, cleansing, grounds maintenance and highway maintenance and other front-line delivery service opportunities.
7. To use meaningful measures of performance that are robust. Act on these measures to inform service delivery methods and operational changes.
8. Support the Improvement Works Manager with the line management of team members through the application of appropriate HR policies including recruitment, appraisals, leave/sickness absence, capability and performance.
9. To support staff within the Service Unit and ensure that they have the necessary skills to deliver purpose and support the Borough’s Learning Organisation and Employee Behaviours culture.
10. To provide advice and technical support to the Improvement Works Manager during service reviews as appropriate.
11. Provide excellent customer service by taking ownership, providing complete and sustainable solutions to issues and complaints with the purpose of reducing reactive and on-going complaints.
12. In conjunction with the Improvement Works Manager be responsible for budgets and the control of expenditure within cost centres ensuring financial compliance and effective and efficient use of resources.
13. Procure goods and specify plant, equipment and services in line with standing orders.
14. Support the operation of the Service Unit with the development and implementation of emergency plans.
15. To promote effective communications with colleagues and develop excellent communications with partners and trade unions.
16. To develop links with other Service Units, outside agencies and organisations and the public with a view to developing co-operative working practices which add value to the Council’s services.
17. To undertake such out of hours work as necessary in accordance with Service Unit and Council policy.
18. To act as a health and safety manager and comply with all decisions, policies and Standing Orders of the Council and any statutory requirements, for example, the Health and Safety at Work Act and Data Protection Act. Develop Neighbourhood Services operational health and safety policy, safe working practices and undertake risk assessments ensuring such policy and procedures are communicated to and complied with by team members.
19. To participate in staff training and where required, perform the functions and tasks of an authorised officer.
20. To undertake such other duties as required including deputising for Neighbourhood Services Managers as appropriate and which are commensurate with the level of the post.

The Council reserves the right to add, amend or otherwise alter the duties shown in this job description provided that these are commensurate with the status, experience and qualifications of the employee

**MAIN OBJECTIVE**

To support the Improvement Works Manager and be directly responsible for day to day, direction, design and delivery of highway construction services to support the Council purpose.

**PERSON SPECIFICATION**

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL/ DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   * Supervising large and diverse Operational Street Scene team, ability to lead, motivate and support their performance. * Experience of Street Scene Services, service design, performance management, financial and human resources. * Civil engineering and construction. | Essential  Essential  Essential | Application Form Interview  References |
| **QUALIFICATIONS / TRAINING**   * Evidence of degree level (Highway or Civil Engineering) or equivalent professional qualification, or proven experience. * Supervisory/managerial training or equivalent experience * NRSWA Supervisor accreditation. * On going CPD in subjects relevant to role. | Essential  Desirable Desirable  Desirable | Application Form  Certificates |
| **APTITUDES /ABILITIES**   * Ability to work on own initiative and plan the work of the wider team considering the Unit and long term plans. * Ability to tackle items from a conceptual/theoretical base. * Positive attitudes to the Council’s priorities and values and the way it operates. * Commitment to local democracy and the delivery of high quality service. * A strong commitment to delivering services that meet the demands and requests of the public. * Demonstrate and expect high standards of honesty and integrity. | Essential  Essential Essential  Essential  Essential  Essential | Application Form  Interview  References  Practical Test |
| **KNOWLEDGE**   * Knowledge of general construction, highway maintenance activities and highway design. * Highways Act 1980. * Excellent ICT knowledge, including Microsoft, GIS mapping and financial management. * Specialist operational plant and equipment knowledge. * Customer needs and how to manage their demands aligned to the Council’s plans and priorities. | Essential  Essential  Essential  Essential  Essential | Application Form  Interview |
| **ATTITUDE / MOTIVATION**   * Team builder – create positive team spirit where team members work together to achieve shared goals. * Enabler – identifies opportunities for co-operations and interdependency across groups/service units/external bodies. * Motivator. * Customer led – understanding what the customers need and taking actions to meet their requirements. * Systems Thinker – Focusing on the value work to continually improve the service. | Essential  Essential  Essential  Essential  Essential | Application Form Interview  References |
| **OTHER FACTORS**   * Flexible. * Innovative. * Analytical – developed operational problem solving and analytical skills, ability to analyse data/reports. * Risk aware. | Essential  Essential  Essential  Essential | Application Form  Interview |