

Team Manager (Quantity Surveying)

Reference No:	AA641		
Service:	Environment & Building Services		
Job Family:	Planning, Property and Assessors	Grade:	FC10

Purpose

This is a high-profile position responsible for championing the delivery of quality services to all Building Services' customers in the postholder's designated area of responsibility. The postholder will:

- Deliver a quantity surveying service for the Council through the management of a Quantity Surveying Team.
- Be the Council's focal point for all quantity surveying matters.
- Be a principal point of contact for maintaining liaison between Building Services and their customers.
- Deliver responsive Building Services to meet the needs of partners and customers.
- Deliver Best Value services by effectively and efficiently managing the resources and workload of the professional/technical team under the postholder's supervision.
- Be an active member of Building Services Management Team.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

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Role Profile

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Professional/Technical Manage Fife-wide relationships between Building Services and customers to ensure corporate outcomes in cost, quality, and timescale. Act as Lead Officer for service-wide issues, representing building Services as appropriate. Manage, on a day-to-day basis, activities of the professional/technical team under the postholder's supervision to provide a high standard quantity surveying service to customers and to colleagues in the Service on a Best Value basis in respect of the following activities: • Financial advice on the building contracts. • Preparation of cost/income reports for the Service. • Pricing of bills of quantities, employer's requirements and other contract documentation. • Developing a tender strategy and implementation. • Negotiating savings on tenders. • Carrying out interim valuations for submission with clients. • Costing variations and negotiating with clients. • Monitoring and reporting on contract expenditure. • Preparing, checking and settling final accounts • Manage the Services estimating function. • Acting as project manager or undertaking other appropriate roles particular to partnering contracts. Allocate resources from within the team to carry out some or all of these duties in conjunction with the Service Managers. Manage the relationship between Building services and a Client Service to ensure that corporate outcomes are successfully achieved.	Educated to SCQF level 9, which includes a Degree in Quantity Surveying or equivalent Professional Membership of the Royal Institute of Chartered Surveyors (MRICS) Significant experience in managing quantity surveying functions within a construction or local authority environment Experience in a similar environment in addition to the essential education requirements or at least 10 years in the construction industry Strong interpersonal, networking and group communication skills Ability to manage multiple projects and prioritise workload Experience of predicting resource constraints and overcoming obstacles Experience of developing and implementing tender strategies Experience of preparing and presenting reports to senior stakeholders IT skills	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓

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Programme and monitor team workload to ensure projects are delivered on time, on budget and to the required specification in pursuit of best value. Investigate and settle contractual claims referred by team members or implement appropriate methods of dispute resolution where necessary. Ensure feedback is provided to commission clients. Deliver an integrated customer focused approach to service provision, consistent with the Council's corporate, and the Service's, objectives/policies. Keep the Service Manager appraised of developments affecting the work within the team. Respond to urgent/emergency changes in team priorities as required by the Service Manager. Produce and present a variety of reports, guidance and other documentation as required. Assist the Service Manager by ensuring the application of Service practice (e.g. EFQM, SIP, etc) within the team remains at a consistent and high professional level. Ensure management information is provided through IT based or manual systems on a routine basis or as requested. Take a leadership role in the implementation of Health and safety practices and procedures.	Experience to develop and deliver service improvements and initiatives	✓	

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Participate, in conjunction with the Operational Teams, in the selection and appointment of sub-contractors. Prepare and present reports for submission to Fife-wide Council Committees. Participate in the achievement of the Council's and Building Services Plan objectives.			
Employee Management Provide the team with professional leadership and support. Set and maintain standards of conduct and performance. Support team members by applying people management skills, e.g. motivation of individuals; team building; conflict resolution; etc. Manage the workload of the team, including the production of team plans in accordance with the objectives of the Service Plan. Maintain an overview of team activities in order to meet agreed targets e.g. select/recruit staff; re-allocate staff/work; identify and prioritise relevant activities; manage/authorise holidays/leave and working arrangements; overtime; flexitime/training and expenses; delegate authority to other team members Ensure that future skills and competency requirements for the team are addressed by leading the Contribution Management process by conducting development review meetings; identifying and agreeing development needs; preparing and authorising individual and team development plans.	Experience leading and developing technical or professional teams to deliver high-quality outcomes Strong people management skills including performance monitoring, staff development, and workload planning Experience of taking a team approach and building relationships with colleagues, partners and customers Experience of supporting and delivering effective strategies to deliver organisational goals Presentation skills Experience in promoting organisational change and embedding new working practices Knowledge of local authority employment policies and procedures	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓

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Foster knowledge sharing within the team and on-the-job coaching to expand team knowledge and capacity. Ensure that individual team members are up to date with relevant initiatives at Service, Council and national level through a mixture of formal team briefings and meetings, and regular informal contact in conjunction with the Contribution Management process. Ensure that Service attendance management targets are monitored and that team and individual performances relating to these are maintained or improved. Undertake appropriate disciplinary action up to and including first written warning level. Develop and promote the Council's culture change both externally and within the workings of the team.			
Performance Management Ensure that service delivery is effectively reviewed and continuously improved in accordance with Best Value practices. Compile and manage forward work programmes in accordance with Corporate and Service priorities. Establish and monitor performance and quality standards and ensure effective achievement taking appropriate corrective action as required. Review quantity surveying practices and procedures to foster improvements in customer satisfaction, effective service delivery and more efficient use of resources.	Experience in supporting the management of change and performance Strong analytical skills with the ability to interpret performance data and translate findings into service improvements. Proven ability to monitor and evaluate service delivery to meet key performance indicators and drive continuous improvement.	✓ ✓ ✓	✓

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Provide expert support and advice on the production, development and implementation of both Corporate and Service performance management systems, including key performance indicators. Manage the collection, provision, dissemination and use of performance management information. Investigate and resolve complaints and feedback knowledge gained into review process.	Experience implementing service improvement initiatives Demonstrated experience of handling customer feedback and complaints constructively to improve service outcomes. Experience in presenting performance data and recommendations to senior management or elected members.	✓	✓
Policy & Strategy Ensure that relevant legislation, national policy initiatives, codes of practice and other national guidance is applied in the development and implementation of Council Policy and Strategy, e.g. tendering procedures; sustainability targets; etc Develop and maintain a consistent Fife-wide approach which articulates all the roles and responsibilities for the provision of quantity surveying services throughout the Service. Ensure that all quantity surveying considerations are integrated into all relevant policy areas. Identify and research emerging quantity surveying, legislative or other relevant issues, amending policies, practices and procedures as required to ensure effective compliance.	Strong knowledge of contract law, procurement, and dispute resolution Experience in effective management of corporate procedures and policies Knowledge of the Political environment within which the Council operates Working knowledge of CDM regulations and related legislation	✓ ✓ ✓	✓
Financial Management The following activities are carried out strictly in line with the Service's Scheme of Delegation and the Council's Financial Regulations	Experience of preparing and managing budgets, cost plans, and financial reports Excellent communication and report writing skills	✓ ✓	

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Optimise service delivery by managing and monitoring the team budget and authorise/approve delegated expenditure within agreed limits, e.g. overtime; expenses; temporary appointments; agency staff; etc. Assist in the preparation of service's budgetary estimates relative to the targeted priorities of the team. Ensure that team budget information is available timeously for inclusion in any Service budgetary process. Liaise with the Service Accountant on any budget implications arising from any alteration to the composition of the team or its working practices, e.g. revised staffing arrangements; overtime; employment of agency staff; etc. Ensure appropriate audit, control and implementation procedures are in place to monitor and recover all charges and fees Assist in the preparation, monitoring and management of other Services' Capital, Revenue and Grant-funded expenditure programmes.	Ability to monitor, analyse, and report on financial performance, identifying risks and recommending corrective actions. Experience in applying cost control and best value principles to construction and maintenance projects. Working knowledge of Fife Council's (or equivalent local authority's) Scheme of Delegation and Financial Regulations. Proven experience of managing project and team budgets within defined financial controls.	✓ ✓ ✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protecting Vulnerable Groups (PVG) Scheme, Disclosure Check or Non-Police Personnel Vetting (NPPV) required:	
Before appointment is confirmed: You may be required to obtain PVG scheme membership, a Disclosure check, or NPPV at a minimum of Level 2. Please refer to the job advert for the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
- Skills Framework (if applicable) How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.

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