



Role Profile

LEAD SURVEYOR			
Reference No.	A4819	Type	Individual
Service	Assets, Transportation & Environment		
Job Family	Professional 3	Grade	FC9

Purpose
<p>Responsible for the day-to-day operational management and development of a group of surveyors and trainee surveyors in a defined team delivering a comprehensive surveying and estimating service to Council Services, Community Planning Partners and Housing Associations.</p> <p>To contribute to and, where appropriate take the lead role in the development, implementation, monitoring and management of key functional activities and initiatives as delegated by the Quantity Surveying Team Manager.</p> <p>Responsible for the training and development of Trainee Quantity Surveyors within the tam to ensure they qualify to the required standard.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:
Assist the Team Manager in the co-ordination and supervision of a team of Quantity Surveyors and Trainees.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Educated to SCQF level 9, which includes a Degree in Quantity Surveying or equivalent	✓	
Professional Membership of the Royal Institute of Chartered Surveyors (MRICS)	✓	

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	Extensive experience in a surveying role, knowledge of Building Construction and systems	✓	
Prepare Contract Documentation, Bill of Quantities and Description of Works either independently or in conjunction with Contract Administrator	Interpretation skills and give practical advice on Fife Councils' policies and procedures	✓	
Prepare cost estimates for individual projects, feasibility studies and overall budget estimates.	Literacy and numeracy skills	✓	
Analyse tenders and report to Council on submissions.	Extensive knowledge of standard estimating practices e.g., First Principles, S.O.R., and Task Books etc.	✓	
Prepare interim valuations, re-measurements, assess variations and prepare final accounts in conjunction with contractor.	Awareness of confidentiality requirements	✓	
Report on cost progress of contracts and controlling costs in conjunction with the Contract Administrator.	Experience of controlling projects, pre & post contract	✓	
Advise on contractors claims and provide evidence in disputes if required.	Good organisation skills with ability to meet deadlines	✓	
Advise on procurement methods and/or forms of contract.	Good customer care skills	✓	
Comply with relevant legislation and regulations and the Council's and Property Service's policies on Health and Safety and codes of practice.	Good communication skills	✓	
Deputise for Team Manager as required.	Working knowledge of CDM and related matters		✓
Assist in the provision of a client liaison service including monitoring work requests, preparing and maintaining spreadsheet of contractors, monitoring client budgets, procuring external consultant appointments, and associated duties as requested.	Experience of working in an 'all trades' Contracting environment		✓
Undertake research duties.	Good Team working and communication skills both verbal and written	✓	
Undertake other duties as may be appropriate to delivering an effective Service.	Experience of training/mentoring of trainee surveyors	✓	
	Experience of preparing and completing Single Procurement Documents	✓	

E = Essential Criteria D = Desirable Criteria

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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 Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required			
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.			
Additional Information – the following information is available:	Expected Behaviours		
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		