

# Job description

## Quantity Surveyor

- Grade: Grade P03
- Reports to: Senior Quantity Surveyor/Managing Quantity Surveyor
- Direct reports: None
- Your team: Property Services
- Service area: Capital Delivery Team
- Directorate: Homes and Neighbourhoods/Resources

### Special requirements of the post

Workstyle: Desk-based worker (Lower presence, one day a week minimum)

- Colleagues who are not usually client or customer-facing and can mostly work anywhere with the right technology. Regular on-site activities are required such as team events and collaboration that are more productive face to face

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This post requires a DBS check at the appropriate level (Basic)

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## Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

# Overview of the role

The Quantity Surveyor is part of a team delivering Islington Council's capital and cyclical works programmes. Projects are mainly managed by contractors under bespoke NHF contracts, with occasional use of JCT contracts. The role covers a wide range of works, including external repairs, renewals, and upgrades, delivered on a 7-year cycle and subject to available resources. Responsibilities include providing professional quantity surveying services, supporting project delivery on time and within budget, and maintaining clear communication with clients and project teams. The Quantity Surveyor also assists in policy development and ensures a customer-focused service for Islington residents.

## Key responsibilities

1. Responsible for all quantity surveying work on assigned projects or schemes. Responsible for importing costs into NEC Planned portal and monitoring spend.
2. Assists Senior Quantity Surveyor with more complex projects.
3. Calculates and reports Task Price for each project, advising on variations as needed.
4. Participates in risk management and value engineering as part of a multi-disciplinary team.
5. Delivers services in line with professional standards (e.g., RICS), adapting to council procedures.
6. Represents the service in dealings with other agencies and coordinates with various teams and authorities.
7. Provides monitoring information and prepares reports for committees, forums, and residents' groups.
8. Liaises with Home Ownership Services to ensure effective communication and customer care, including attending evening meetings.
9. Supplies cost information for feasibility studies and technical briefs, and documentation for leaseholder consultation.
10. Ensures high standards of cost control and management across all projects.
11. Monitors personal progress against project programmes and targets.
12. Ensures work complies with required standards and current regulations.
13. Examines project schemes for feasibility, viability, and adherence to council procurement policies.
14. Liaises and negotiates with government departments, consultants, statutory undertakings, and other relevant organizations.

**Additional duties:**

- Ensure effective Financial Management, cost controls and income maximisation in an ever-changing environment, fluctuating demands and priorities. Ensure resources are well managed and effectively deployed to the best possible effects assuring value for money in all activities.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- The ability to undertake the duties of the post with minimal supervision.
- Effective team working, a customer focussed approach and flexible and innovative methods of working.
- Punctuality and attendance to be demonstrated.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

**Budget responsibilities**

The post holder will have responsibility for projects totalling a value of £10m per annum.

**Compliance**

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

# Person specification

Point	Criteria description	Essential/desirable
1	Educated to degree level or equivalent, preferably in an RICS/CIOB accredited Course or able to demonstrate equivalent experience.	E
2	RICS or CIOB membership or working towards chartered status. Approaching end of project study.	E
3	Must be able to demonstrate experience and knowledge of Quantity Surveying, building construction, maintenance, repair, and refurbishment in relation to public sector housing, from inception to completion.	E
4	Proven ability to communicate effectively both verbally and in writing, along with good IT skills, and strong attention to detail.	E
5	Proven Ability to draft technical reports.	E
6	Must be able to solve technical problems associated with Quantity Surveying.	E
7	Ability to plan and deliver projects to a programme within budgets and fees and to monitor and control costs at all stages.	E
8	Ability to contribute to budget preparations, to monitor and control costs and to ensure that services are provided in a cost effective and competitive manner in accordance with quality plans and within framework	E
9	Ability to co-ordinate and/or lead on one or more of the divisions responsibilities, such as on specific quantity surveying aspects of repairs and maintenance issues, programmes of work, technical issues, etc	E

Point	Criteria description	Essential/desirable
10	Knowledge of building construction, specification, methods of measurement and project management.	E
11	A working Knowledge of building legislation and Building Regulations.	E
12	Ability to advise on, the appraisal, selection, appointment and monitoring of contractors and sub-contractors.	E
13	Ability to co-ordinate the work of technical staff within a project team, with each other and with other professional teams, both inside and outside the Service.	E

## Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.