

Job Profile

Name:

Job Title:

Senior Quantity Surveyor

Location:

Palaces and Collections Department,
Hampton Court Palace

Responsible To:

Head of quantity surveying

Responsible For:

Direct Reports
Indirect Reports

Assistant Quantity Surveyors

Key Budgetary Responsibilities:

None

Job Profile Agreed:

Job Holder's Signature:

Date:

Manager's Signature:

Date:

Job Title

Senior Quantity Surveyor

Purpose of this job

- To provide quantity surveying services for construction and other projects
- To provide management of contractual risk
- To deliver high quality quantity surveying services which meet customer requirements

Main customers to this job

- Head of Projects, The Surveyor of the Fabric and Head of Quantity Surveying
- Major projects and Surveyor of the Fabric project teams
- Palaces Group/Tower of London maintenance teams
- HRP departments
- Project clients and end-users
- Contractors, consultants and suppliers using Quantity Surveying Team outputs

Job Title	Senior Quantity Surveyor
Key areas of responsibility	<ul style="list-style-type: none"> • To manage, coach and mentor Assistant Quantity Surveyors • Effective utilisation of resources and assets (people and financial) • Completing tasks, activities and overall projects within requirements agreed with Head of Quantity Surveying • Providing QS services for construction and other property related procurement, contract and financial matters • Giving contractual and other project related advice in accordance with best professional practice • Maintaining awareness of contractual developments, new standard forms of contract and case law • Maintaining awareness of developments of industry best practice, standards and initiatives • Preparing documents for use in procuring works, supplies or consultancy services • Preparing estimates of costs and valuations • Producing contract documentation • Working actively to achieve HRP's Guiding Principles • Continuously reviewing with the Head of Quantity Surveying processes and practices to improve performance • Developing a partnership approach with suppliers, ensuring that the expectations and needs of both parties are clearly understood and met

Core Qualities and Behaviours
(HRP's Performance Framework)

In addition to your main areas of responsibility, the following core qualities and behaviours are required from all staff. Further details can be found in HRP's Performance Framework which can be found on the HR section of the intranet. Your role is primarily at level No. 2 of the Performance Framework.

- Ensure every customer (internal and external) feels delighted with their contact with HRP and the quality of the personal service/experience they receive. (Delighting the Customer)
- Manage yourself and others effectively through planning, organizing and anticipating problems ahead. (Planning for Success)
- Deliver work on time and to the high standards required, by taking ownership for outcomes, demonstrating pride in their achievement. (Owning the Issue, Getting it Done)
- Explore and try fresh, novel ways of doing things that are in keeping with HRP's Cause and add real value to the Organisation. (Having the courage to try new things)
- Continually develop expertise in key areas of your role, to ensure delivery of high quality work. (Developing our Expertise)
- Develop and maintain an in-depth understanding of the organisation, so that all your actions help achieve the best outcomes for HRP. (Knowing our Organisation)
- Work collaboratively with colleagues across functional and geographical boundaries to ensure the success of HRP. (One Team – One HRP)
- Support and guide your colleagues so they feel valued and inspired to succeed in their work (Supporting others to Succeed)

Other rules/standards

In addition to Key Areas of Responsibility and Core Qualities and Behaviours above, you are also required to have read, understood and comply with the rules/standards contained in HRP's Code of Conduct as contained in your Staff Handbook and in the Health and Safety Handbook.