



Job Description

Date: 23rd August 2025

Job Title: Estate Quantity Surveyor

Department: Works Department

Reporting To: Senior Management

Responsible For: Estimating, Financial Management and Contract Administration associated with Maintenance Works and Construction Projects to the Estates Properties, Enterprises and Assets.

1. Key Responsibilities

- 1.1 To fulfil the role of Contractors Quantity Surveyor for Maintenance Works and Construction Projects that are undertaken by the Estates In-house Building and Maintenance Contractor. This will include producing cost plans, quotations, budget estimates, bills of quantities and obtaining supplier/subcontractor costs.
- 1.2 To fulfil the role of Client-Side Quantity Surveyor for Maintenance Works and Construction Projects that are undertaken for the Estate by Third Party External Contractors. This will include pre-contract services such as the preparation of cost plans and tender documentation, advice on contract and contractor/supplier selection, obtaining and analysing tenders/quotations/costings, making recommendations for instruction and ensuring that where appropriate contracts are prepared and completed prior to commencement.
- 1.3 To produce indicative resource plans, cashflow forecasts and programmes.
- 1.4 To administer contracts including carrying out regular site inspections, issuing instructions, undertaking interim valuations, certifying payments and dealing with claims for additional costs.
- 1.5 To monitor the progress of specific Maintenance Works and Construction Projects against the agreed budget/schedule of works/programmes and to accurately report any variations to Senior Management on a regular basis. This will include undertaking a reconciliation on completion.
- 1.6 To ensure that all Maintenance Works and Construction Projects are completed to an exceptional standard of design and workmanship, in accordance with the agreed specification and budget.



- 1.7 To produce and maintain accurate records, appropriate certificates and obtain any necessary documentation relevant to each Construction Project.
- 1.8 To ensure Maintenance Works and Construction Projects are in full compliance with the CDM Regulations.
- 1.9 To observe the requirements of the Health & Safety at Work Acts and ensure the safety of self and work colleagues by carrying out duties in a safe manner within the guidelines as set out by the Act.
- 1.10 To provide regular reports for Works Department Senior Management detailing the progress of all ongoing Construction Projects together with a summary of day-to-day workload.
- 1.11 To attend Management Team meetings as and when requested by Works Department Senior Management or the CEO.
- 1.12 To deliver excellent customer service, quality of work, high standards and professionalism.
- 1.13 To build and maintain effective and collaborative working relationships with colleagues, other departments across the Estate, external consultants, contractors and other stakeholders.
- 1.14 To comply with all Works Department/Estate policies, procedures, risk assessments and method statements.
- 1.15 To keep up to date with all legislation, regulation and technical developments regarding building construction.
- 1.16 To carry out any other reasonable duties as directed from time to time by Works Department Senior Management or the CEO.

2. Areas of Responsibility

- 2.1 To manage/oversee all financial aspects of specific Maintenance Works and Construction Projects undertaken by the Works Department including but not limited to the following:
 - a) Refurbishment
 - b) Conversions
 - c) Extensions/Alterations
 - d) Structural Repairs
 - e) Re-roofing
 - f) Redecoration
 - g) Planned Maintenance
 - h) General Reactive Maintenance



i) New Build Projects

Typical projects across the Estate will range in value from circa 1K to 300K. Additionally, there will be occasional capital projects of significantly greater value.

- 2.2 Any other specific Projects or areas of Works Department activity identified by Works Department Senior Management.