

# Quantity Surveyor

## Job Description

### Our Vision

We provide excellent services to customers

and build new homes to help more people.

We make sure our homes are safe and sustainable

and strive to do more by making the most of our resources.

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## About Paradigm Housing Group

Paradigm is one of the South East's leading housing providers, with more than 17,000 properties, a turnover of £150m and a substantial development and sales programme, we are making the most of our many opportunities in a challenging but rewarding environment.

We have a clear and ambitious view of where we are as an organisation and where we need to get to; providing more homes for people who need them by running an efficient and successful business.

At Paradigm, we work hard and strive for excellence. In return we offer a great place to work and an attractive range of benefits, including a Health Cash Plan, bonus potential, competitive pension options and 30 days holiday plus 3 days closure at Christmas. We welcome applications from all sections of the communities we work in.

## Our Values

### Safer Together

The safety of our customers, colleagues and ourselves is a priority in everything we do.

- Putting safety first •

### Driving Improvement

We seek to do things better and deliver value to our customers.

- Commercial and financial awareness • Change and innovation • Delivery focus •

### Being Clear

We will communicate in a clear and consistent manner so that our customers, colleagues and stakeholders understand the high standards that we work to.

- Managing information • Communication • Planning and organisation •

### Acting thoughtfully

We make ourselves aware of our customers' and colleagues' circumstances and consider this thoughtfully and respectfully, and with attention to the impact on the environment when taking action.

- Involvement and inclusion • Customer focus • Integrity and respect •

### Working As One

We work collaboratively with others and take personal responsibility for delivering outcomes for our customers, colleagues and stakeholders.

- Teamwork and collaboration • Developing self and others •

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## **PARADIGM HOUSING GROUP LIMITED JOB DESCRIPTION**

<b>Post:</b>	<b>Quantity Surveyor (Property Services)</b>
<b>Direct Reports:</b>	None
<b>Regular contacts:</b>	Procurement, External Stakeholders, Strategic Asset Management, Neighbourhood teams, Property Repairs, Property Planned works, Property Compliance, Customer Directorate, Finance Business Partner, Residents (All tenures).
<b>Responsible to:</b>	Head of Asset Data and Performance
<b>JOB PURPOSE:</b>	<p>Maximise the effectiveness of the commercial function across the Investment, repairs and asset planned works. To challenge the in house DLO (Direct Labour Organisation) to deliver a value for money repairs service and challenge/ oversee sub-contractor management across the department.</p> <p>The Quantity Surveyor role will focus on reviewing the work carried out by the DLO and subcontractors, ensuring that internal and external clients are being charged appropriately for the work. The role will gain an understanding of works which are best carried out in house and challenge works which are subcontracted out to drive the most efficient use of PHG resource.</p> <p>Provides professional quantity surveying principles and methodologies to facilitate valuation, cost planning and cost control of planned preventative maintenance, responsive repairs, voids and refurbishment programmes</p>

### **KEY ACCOUNTABILITIES:**

- Provide expert and professional advice to other professionals and managers on quantity surveying and cost planning aspects for planned preventative maintenance, responsive repairs, voids and refurbishment programmes, contracts and work packages
- Pricing works for both internal and external clients via the latest NATFED Schedule
- Conversant with JCT forms of contract, obligations, contract administration and pay less notices.
- To calculate interim payments for external contractors in line with contractual procedures and within prescribed authority limits. To comply with audit recommendations, to implement new financial controls and procedures and safeguard the organisation's assets.
- Review and approve variation orders
- Preparation of tender bills of quants for planned preventative maintenance works including identifying potential planned programmes that would promote cost efficiencies

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- Collaborate with the team to lower costs by identifying cost drivers. Foster a lesson-learned culture and cooperate to enhance services. Improve commercial control, delivery, and oversight of all legislative compliance work.
  - Train DLO on use of SOR and ROS codes
  - Identify risks and work with the team to mitigate
  - Provide advice and support on all aspects of contracting and sub-contracting.
  - Work to resolve issues with the supply chain
  - Managing client relationships internally and externally to ensure clear communication and focussed results
  - Support teams on contractual issues, costs and site inspections to ensure Paradigm Housing Group can demonstrate maximum cost efficiencies.
  - Meet with contractors to ensure that they are clear on the terms and conditions of working with Paradigm and challenging on invoicing, SOR code usage and any other contractual financial issues that may arise.
  - Pricing of additional works and new contracts
  - To take on other duties commensurate with this post as directed/delegated by the Head of Asset Data and Performance

#### **LEVEL OF AUTHORITY:**

- No Direct Budget Responsibility
- Indirect budget responsibility for Trading Accounts and budgets within Property Services.

#### **REQUIRED OUTCOMES FROM POST**

Success in this post will be measured by:

- Demonstratable improvements to VFM across Property Services; both in terms of DLO and external contractor spend
- Alignment of HMS with commercial arrangements with supply chain partners.
- Programme of SOR and commercial literacy within operational delivery teams.

#### **PERSON SPECIFICATION**

In addition to fulfilling the role in a way that reflects our values, the attitudes and behaviours we expect from all staff and corporate objectives, this role requires the following:

Essential criteria = (E)

Preferred criteria = (P)

- Professional Associate qualification RICS/CIOB or equivalent
- BTEC HNC or equivalent (E)
- NEBOSH qualified (P)
- Quantity Surveying degree (P)
- Working knowledge of NHF Schedule of rates (E)
- Experience of contract cost control (E)
- Contract/client management experience (E)
- Experience of technical inspections (E)
- Experience of managing budgets (E)
- Experience of Trading Accounts / repairs budgets (E)

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- Extensive experience of working within a social housing environment (E)
  - Working within a contracting environment (P)
  - Understanding of the NATFED Schedule of Rates (E)
  - Strong commercial awareness (E)
  - Proven ability to challenge ways of working (E)
  - Provide business acumen and ability to understand cost drivers (E)
  - Proven ability in meeting deadlines and financial targets (E)
  - Skilled negotiator (E)
  - Competent IT / systems user (E)
  - Confident and assertive (E)
  - Highly organised team player (E)
  - Good level of administrative skills. (E)
  - Excellent attention to detail (P)
  - Ability to drive with a clean driving licence and access to a roadworthy car. (E)
  - Required to work out of hours occasionally to respond to emergency situations. (E)