

**A THRIVING REGION OF OPPORTUNITY WHERE OUR COMMUNITIES
ENJOY A VIBRANT LIFESTYLE**

Quantity Surveyor

Division	Projects and Asset Services	Department	Project Management
Reports To	Project Development Manager	Direct Reports	No

Position Purpose

This position will support the Project Development Manager to effectively undertake commercial, quality and administrative activities associated with a range of capital projects. Working in partnership this position will ensure the financial position of the construction program is accurately reported and controlled effectively.

Key Responsibilities and Outcomes

Operational

- Undertake a range of construction estimating, costing and quantity surveying services on forward capital projects.
- Undertake cost assessment of completed estimates to inform risks and opportunities across the project life-cycle and construction planning in a project and portfolio management environment.
- Act as a point of contact for a range of stakeholders on quantity surveying matters, including program level budget and specialist advice across the project management department.
- Prepare and maintain forecast reporting for cost management associated with planning, design, procurement and construction phases of programmed works.
- Undertake the preparation of feasibility estimates to inform the forward capital works program.
- Provide a range of risk guidance and support in post tender evaluations and assist in procurement, including input into supply and matters associated with subcontract agreements.
- Deliver work in compliance with all legislation, approved standards, policies and procedures relating to project management practices and processes.
- Work with a range of internal and external stakeholders ensuring optimal service delivery standards are met.

Values

At Moreton Bay Regional Council we are on a journey to creating a great culture. Our values shape the way we behave and how we interact with each other to deliver the best service to the community. The safety of you and the community is our number one priority and we are all responsible for creating an inclusive, safe workplace and protecting our environment. As a team member, you will take individual accountability for demonstrating the values, expectations and behaviours.



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Decision Making

Budget - Nil

Delegations - Delegations under the *Local Government Act 2009* and as directed and published in Council's Delegation Register.

Knowledge & Experience

- Extensive experience in estimating and cost planning principles in the delivery of services across a broad range of disciplines including but not limited to building, civil, drainage, parks and recreational infrastructure.
- High level of communication skills and the ability to collaborate constructively in an inclusive team environment.
- Strong level of ability to work autonomously whilst supporting the wider outputs of the team.
- Highly developed interpersonal skills in the area of community consultation, liaison and public relations with a strong focus on provision of quality customer service.
- Demonstrated competent use of Microsoft Word, Excel, Access, Project and other estimating software and GIS applications.
- Strong level of experience and understanding of contractual terms and conditions.
- Demonstrated ability to apply critical thinking, reasoning, evaluation and decision-making skills.

Qualifications

- Tertiary qualification in Quantity Surveying.
- Current C class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.

This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.