

Job Description

Assistant Quantity Surveyor

Reference: RED002

Date: April 2026

Job Family:	Regeneration Economic Development and Environment / Place Regeneration and Economic Development
Level:	2
Band:	7
Career Track:	Technical / Professional / Supervisory

Job Purpose

To provide Quantity Surveying, estimating, construction contract budget and payment control services within the Design Team in order to meet the requirements of the County Council and other clients.

Required to work together with appointed internal and external consultant project team members in an accurate and efficient manner using the relevant reporting and financial software, funding management, and procurement processes.

Service Purpose

The service teams primarily support Town and Community regeneration across the County supporting places, people and organisations to develop programmes and projects that will have a benefit to the economy and quality of life of the communities concerned and to Northumberland as a whole.

The Service improves and maintains school, leisure, office and other NCC-owned buildings and assets through a wide range of construction, design, H&S, demolition and feasibility projects. The directorate is responsible for Northumberland County Council's Corporate Landlord duties and ensures NCC properties are maintained at a suitable level and are "fit-for-purpose" in line with the Council's values and policies regarding the use of its estate as a whole.

Duties and Responsibilities

Service Delivery & Operational Tasks

- Provide quantity surveying, estimating and cost management services for internal and external schemes to ensure effective use of resources.

Stakeholder Engagement & Communication

- Consult and negotiate with clients, contractors and internal stakeholders on costs, procurement and delivery matters.

Compliance, Governance & Risk

- Promote and maintain compliance with contractual requirements, CDM regulations, and health, safety, quality and environmental standards.
- Review tender submissions, audit costs prior to acceptance, and report financial risks or issues to management.

Resource Management

- Assist in monitoring capital delivery budgets and ensure full recovery of fees and income due to the Council.

Team Leadership & Development

- Provide professional guidance, supervision and support to junior team members and administrative staff.

Strategic Input & Service Improvement

- Support the development of existing and new services, including partnership opportunities and market -responsive initiatives.
- Monitor internal and external construction markets to ensure competitiveness and support business development.

Project & Programme Delivery

- Prepare tender documentation and advise on appropriate procurement routes and contract methodologies.
- Prepare interim valuations, measure works on site and negotiate and agree final accounts.
- Manage project financial performance, including cost forecasting, expenditure control and reporting.
- Negotiate and agree abnormal development costs and support major development and planning schemes.

Person Specification

Professional and Technical Requirements

Qualifications

- Level 6 qualification in Quantity Surveying, or equivalent professional experience.
- A Higher National Certificate (HNC) in Construction and the Built Environment/Building, or equivalent professional studies combined with relevant experience.

Knowledge, Skills and Experience

- Good knowledge of construction methods, building activities and how buildings are constructed.
- Detailed working knowledge of construction contracts and methods of measurement.
- Experience compiling tenders and unit rates, including exposure to competitive pricing environments.
- Experience managing multiple projects, across varying values and complexities.
- Knowledge of technical, professional, legal and commercial issues relevant to construction and quantity surveying.
- Working knowledge of construction and commercial practices within public and/or private sector environments.
- IT proficiency with experience using financial or cost management systems.
- Ability to work across multiple sites, including driving to sites and undertaking occasional site inspections.
- Physical ability to work on construction sites, including occasional working at height, in poor weather conditions.

Core Competency Requirements

- **Communication:** Tailors communication to audience and context. Uses listening and questioning techniques to clarify complex issues and support team understanding.
- **Collaboration:** Coordinates with colleagues and partners to deliver shared goals and improve service outcomes.
- **Service Delivery:** Identifies and resolves service issues, improves processes, and ensures policy alignment. Promotes efficiency and avoids waste through practical improvements.
- **Decision-Making:** Uses evidence and judgement to resolve issues and improve delivery.
- **Digital & Data Literacy:** Interprets data to improve services. Applies knowledge of digital risks and ethical data use. Uses basic analytical techniques to support decision making.
- **Adaptability:** Adjusts approach responsively to evolving needs and priorities. Identifies opportunities for continuous improvement and supports others through change.

- **Problem-Solving:** Analyses problems and applies knowledge to develop practical solutions and suggest improvements.
- **Community & Customer Focus:** Engages with service users and customers to improve delivery, ensure accessibility, and reflect diverse needs.
- **Leadership:** Supervises day-to-day activity and supports team development. Coordinates tasks and resources to meet the needs of the service.

Strengths

- **Analytical:** You seek and analyse information to inform your decisions, based on the best available evidence.
- **Precise:** You concentrate on detail and make sure everything is accurate and error free.
- **Efficient:** You convert resources into results in the most efficient and cost effective way
- **Negotiator:** You support constructive discussion and enjoy getting all parties to reach an agreement.
- **Problem Solver:** You take a positive approach to tackling problems. You find ways to identify suitable solutions.

Desirable

- Chartered or associate membership of RICS or working towards professional membership.
- Experience operating trading or cost controlled accounts within a competitive environment.
- Experience using quantity surveying software, including applications for Bills of Quantities and Schedules of Work.