



HOUSE OF COMMONS

## JOB DESCRIPTION



*Supporting a thriving parliamentary democracy*

<b>Job title:</b>	<b>Assistant Quantity Surveyor – Northern Estate Programme</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>B1 (H1)</b>
<b>Pay range:</b>	<b>£41,621 - £46,500</b>
<b>Allowances:</b>	<b>N/A</b>
<b>Team:</b>	<b>Strategic Estates</b>
<b>Section:</b>	<b>Northern Estates Programme (NEP)</b>
<b>Reports to:</b>	<b>Commercial Manager</b>
<b>Number of posts:</b>	<b>2</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Contract type/ duration:</b>	<b>Fixed Term Contract for 18 months with the possibility of extension</b>
<b>Issue date:</b>	<b>30/1/2019</b>
<b>Closing date:</b>	<b>11/2/2019 12:00pm</b>

### **The House of Commons**

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

### **Team information**

The Northern Estate Programme (NEP) has been established to manage the comprehensive refurbishment of a number of significant historic buildings on the Parliamentary Estate. The Northern Estate consists of listed buildings north of Bridge Street and the spaces between them which are currently occupied by over 1,000 people, including MPs, their staff and administration staff. Some buildings have not been refurbished for many years and are in varying states of repair. The Programme is concerned specifically with: Richmond House, Norman Shaw North (Grade I); 1 Derby Gate (Grade II\*); Norman Shaw South and 1 Parliament Street (both Grade II) and the spaces between the above buildings, and may include other projects over time.

A dynamic and growing team currently manages the NEP, led by a Programme Director and overseen by a Programme Board chaired by the Senior Responsible Officer (SRO). The Programme is fast-moving and the post-holder is expected to make a quick impact following appointment. The NEP has a high public profile and interfaces with numerous sensitive stakeholders. The Programme also has significant interdependencies with other major programmes on the Parliamentary Estate and carries some substantial risks that will require

close management. The Programme will deliver the building refurbishments to Level 2 BIM using the NEC3 suite of contracts.

## **Job introduction**

The Programme team is seeking to recruit an Assistant Quantity Surveyor to join the NEP commercial team. This post will assist the commercial team to ensuring that all strands of commercial activity within the programme are planned, resourced, and delivered to established timescales. The post holder will work closely with a Senior Surveyor to deliver a project within the programme and take full responsibility for overseeing the commercial and financial aspects of that project, handling daily commercial issues and responsible for managing the project opportunities while adhering to parliamentary control and regulatory guidelines.

Reporting to NEP Commercial Manager, the post holder will take responsibility for the commercial activities, including oversight of package procurements, evaluation of change proposals, certification of monthly valuations, cost forecasting and dispute resolution within the assigned project. The post-holder will play an important part in managing large capital budgets over multiple financial years and managing significant supplier contracts.

## **Key responsibilities**

- Provide authoritative financial and commercial information and guidance to the wider NEP team.
- Advise contractual and commercial issues across on assigned projects within the programme.
- Review all commercial and financial processes undertaking a gap analysis to discover any areas that are non-compliant with parliamentary practices and put in place a ratification plan.
- Assist in the production of regular financial reports, monitoring the expenditures and costs against delivered and realised benefits as the Project progresses; ensuring that the NEP team meets the accounting standards of the House of Commons. Such reporting will analyse spend and outputs against agreed budgets and deliverables and forecast commercial outcomes.
- Actively manage risks to the NEP's successful delivery objectives; ensures that risk management is documented according to House of Commons standards. Maintain the commercial aspects of the Risk Registers for both programme and project risks.
- Evaluate the cost impact of any risks and consider the cost effect of any mitigation measures being considered.
- Manage the procurement of framework call-off orders for contractors and consultants.
- Ensure that all consultants and suppliers understand and adhere to contractual obligations.
- NEC Contract Administration including managing EWN's and CE's.
- Change management: Control the change logs for both programme and projects and ensure the governance procedures are followed for commercial matters.
- Manage supplier performance through administration of KPI contractual provisions.
- Assist with the commercial elements for Gateway Reviews and business case production.

## **Qualifications:**

The following qualifications are required for this role:

### **Essential**

- Degree in Quantity Surveying
- Membership of the Royal Institute of Chartered Surveyors or other relevant Professional body (or in the process of attaining)

### **Desirable**

- Post qualification experience served on a similarly complex programme.
- NEC Contract administration

## **Key stakeholder relationships**

### **Internal**

This is a key role in the NEP Programme team and will interact with colleagues in many parts of Strategic Estates who are engaged in the different Programme workstreams. The AQS role has particular relationships with the NEP Programme Management Office, Strategic Estates and HoC Finance teams, and also with;

- MD, Strategic Estates
- Northern Estate Programme Director
- NEP Commercial Lead
- R&R Commercial Team
- Northern Estate Programme Team
- Richmond House Senior Project Leader
- Northern Estate Project Leader
- Senior Management (e.g. Finance Director etc.)
- Parliamentary Procurement and Commercial Service (PPCS)
- CAS Consultants
- Stakeholders across both Houses

### **External**

- Suppliers of professional services and their sub-contractors
- Auditors
- HM Treasury, Major Project Authority
- Third party consultants (PM, QS, legal, designers)

## **Training and development**

The post holder will benefit from joining a commercial team with significant experience working major national projects. The candidate will be supported and mentored to ensure that the individuals role develops to match the both the candidate and the programmes expectations.

Candidates will be supported in undertaking any relevant post graduate professional qualifications. Those candidates completing the RICS APC will be assigned a RICS qualified counsellor. The counsellor will support in planning, reviewing and developing experience relevant to the required competencies.

## **Location**

This post will be located on the Parliamentary Estate, Westminster, London.

## **Security**

Successful candidates will be required to complete pre-employment checks. This includes

security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

### **Hours**

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

### **Bands A – E Positions (full-time)**

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The hours of attendance for this post are full-time working, 36 nett per week, exact hours of attendance each day are to be agreed with line management.

### **For further information:**

Candidates should refer to the House of Commons careers website [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) or contact [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or 020 7219 6011.

### **Application and selection process**

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<b>CRITERIA 1</b> Recent and relevant Commercial Management experience gained from delivering a major capital construction programme, preferably one with a substantial business change workstream. Excellent and proven knowledge of techniques for monitoring, and controlling programme budgets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2</b> Ability to identify and engage successfully with a wide variety of stakeholders and to appreciate and absorb expertise from a wide range of disciplines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3</b> Evidence of introducing commercial management techniques into mature businesses.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>CRITERIA 4</b> Ability to work autonomously and take responsibility for day-to-day matters but also an energetic and committed team player, contributing to the work of a large integrated team of client staff and third party consultants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5</b> Good understanding of public procurement processes including driving negotiations with third parties to successful conclusions and delivering effective contract management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 6</b> Sound understanding of Risk Management techniques (including approaches to cost risk) as well as a good working knowledge of budgeting and resource allocation.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 7</b> Proven working knowledge of the full suite of NEC contracts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 8</b> Excellent communications skills, both oral and written, including an ability to deliver effective presentations on technical matters to lay audiences.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>