

Position Description			
Title:	Quantity Surveyor	Ref No:	ETC 118/2011; MPO 259/2005/09
Office:	Office of Property Management		
Unit:	Planning and Design Services	Relativity:	5
Responsible to:	Head, Planning and Design Services		

Overall Purpose of Position

The Quantity Surveyor is responsible for assisting the Senior Quantity Surveyor in establishing and managing all costs relating to building projects undertaken by Malta Enterprise, from the initial calculations to the final figures. He or she will assist in minimising the costs of a project and enhance value for money for both Malta Enterprise and the main contractors, whilst still achieving the required standards and quality set out by both internal processes and external bodies e.g. statutory building regulations. When projects are completed, the quantity surveyor is responsible for assisting in the processing of claim payments from the relevant parties.

Main Responsibilities

Plans and Objectives

- Assists the Senior Quantity Surveyor in successfully setting out the project's Bill of Quantity in a timely manner, with minimal cost and high level of quality.

Duties

- Assists the Senior Quantity Surveyor in the preparation of feasibility studies and proposals, consistent with the Unit's guidelines, to cost accurately and presents material to senior personnel for review and approval.
- Assists the Senior Quantity Surveyor in the investigation and conduct of tender reviews to assess the soundness of submitted tenders from a cost and technical perspective.
- Assists the Senior Quantity Surveyor in liaising with potential contractors to understand as appropriate technical costing rationale, submitting needs and tailoring solutions to meet budgets and provide value for money in project delivery.
- Assists the Senior Quantity Surveyor in identifying and analysing risks related to costing estimates at an early stage, and recommending contingency considerations.
- Maintains accurate technical records and data associated with specific projects including cost plans, cost studies, analysis, spreadsheets, drawings and specifications.
- Maintains an in-depth knowledge of the designated project which includes, but is not limited, to the contract and the scope of works.
- Maintains a current understanding of technical and building industry trends and practices to utilise as required on specific projects.

- Participates in, and contributes to project team meetings to raise issues and concerns, highlighting priorities and process against set targets.
- Assists the Senior Quantity Surveyor in valuing and assessing completed work and organising progress payments.
- Assists the Senior Quantity Surveyor in identifying contract variances and submitting recommendations to management as appropriate.
- Applies standards and systems to projects undertaken, including Unit's and professional quality standards, systems and project management guidelines.
- Provides input on ways to improve, refine and modify procedures outlined by Malta Enterprise.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to senior management as requested.

Consultation

- Consults with the Head, Planning and Design Services / Senior Quantity Surveyor, especially in resolving obstacles or when dealing with issues and problems which are of a sensitive nature and /or of a strategic importance.
- Coordinates and communicates with other internal Offices / Units involved in the project.
- Consults and coordinates with the main contractors, sub-contractors and other stakeholders involved in the project.

Self-Improvement

- Keeps up to date with new trends, instruments and methodologies in relation to Quantity Surveying that could potentially impact on Malta Enterprise goals, objectives and efficiency in this regard.
- Keeps up to date with initiatives undertaken by Malta Enterprise

Other

- Performs other duties as necessary or as assigned.

Supervision Received

- Direct supervision from the Head, Planning and Design Services Unit / Senior Quantity Surveyor.

Working Conditions

- May be requested to work outside office hours in crisis situations and/or to meet deadlines.
- Required to make frequent on-site visits.

Skills/Knowledge/Experience

Skills

Computer literacy.	High
Numeracy skills.	High
Written and verbal communication skills.	High
Interpersonal and presentation skills.	High
Networking abilities.	High
Negotiation skills.	Medium
Organisation and planning skills.	High
Set and manage priorities judiciously.	High
Analytical, evaluative and problem-solving abilities.	High
Able to multi-tasks under tight deadlines.	High
Self-motivated and shows initiative.	High
Ability to probe and challenge.	High

Knowledge

Accredited qualification in Engineering, Architecture, Quantity Surveying or related disciplines.	Mandatory
Accreditation / qualification from a recognised knowledge institution.	Mandatory
Knowledge of Quantity Surveying techniques and methodology.	Mandatory
Knowledge of applicable laws and regulations as they relate to quantity surveying.	Mandatory

Experience

Minimum of 2 years experience in a Quantity Surveying position preferably in Construction or related industry.	Mandatory
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