

# Role Description

## Quantity Surveyor

Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Business Enablement/Risk and Assurance
Location	George St, Sydney
Classification/Grade/Band	Clerk Grade 11/12
Kind of Employment	Temporary
Role Number	BE046, BE047
ANZSCO Code	221112
PCAT Code	1223392
Date of Approval	November 2019
Agency Website	<a href="http://education.nsw.gov.au">education.nsw.gov.au</a> <a href="http://schoolinfrastructure.nsw.gov.au">schoolinfrastructure.nsw.gov.au</a>

### Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

### Primary purpose of the role

Optimise project margins and add value to the construction process by proactive involvement in procurement, cost management and reporting. The role will maximise value of monthly applications and submission of contract variations, ensuring the timely submission and negotiation of final accounts to the client/main contractor and subcontractors.

### Key accountabilities

- Provide quantity surveying/cost and risk management capabilities within SINSW, with a focus on the provision of independent cost management advice to their clients.
- Provide cost planning advice at all stages of the design process and providing replacement cost analysis prior to site investigations.
- Assist the construction team with estimating queries and questions across multi trade disciplines and with the completion of feasibility studies and trade cost plans.
- Assist in the early phase cost estimation to support development feasibilities and in the preparation and adherence to project purchasing targeting and costing budgets.

- Assist project team on preparation of tender analysis spreadsheets and prepare and monitor project cash flow forecasts.
- Prepare control spreadsheets for schedule of rates trades, conduct monthly valuations of work in progress, including forecasting of final costs and report on cost implications of design development at regular intervals.
- Monitor all commercial information in relation to project including labour, material and sub-contractor cost forecasting to ensure budgets are adhered to and manage and produce accurate formal reports in accordance with the business timetable.
- Ensure external cost plans are set up in accordance with SINSW policies and procedures and measure, value, submit and negotiate contract variations.

## Key challenges

- Maximising the value of monthly applications and submissions of contract variations, ensuring timely submission and negotiations of final accounts to the client/main contractor and sub-contractors.
- Driving best value from suppliers and sub-contractors and carrying out monthly financial reviews on projects and forecast final values for costs.
- Establishing and maintaining excellent ongoing relationships with internal and external clients.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships to foster collaboration, consultation and engagement on the development of business systems, financial reporting, policy and systems to support financial management for SINSW programs and services</li> </ul>
Senior Asset Planners	<ul style="list-style-type: none"> <li>• To ensure the school asset planning methodologies are documented and recorded in a consistent way and reflect latest changes to innovation and that the Capital Plan supports School Community Plans.</li> </ul>
Data Insights & Planning Analytics teams	<ul style="list-style-type: none"> <li>• To ensure demographic reporting and analysis frameworks are documented and recorded in a consistent way and reflect latest changes to innovation.</li> </ul>
Audit Directorate	<ul style="list-style-type: none"> <li>• To ensure that the Internal Auditors recommendations are met.</li> </ul>
<b>External</b>	
Other NSW government agencies	<ul style="list-style-type: none"> <li>• Establish networks to maintain currency in trends and developments in contract management and administration.</li> <li>• Exchange information on performance benchmarking and other matters of mutual interest.</li> </ul>
Community or industry representative groups	<ul style="list-style-type: none"> <li>• Develop professional expertise and keep up to date with trends and developments in contract management and administration.</li> </ul>

## **Role dimensions**

### **Decision making**

This role acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes. In matters that are sensitive, high-risk or business-critical, the role consults with the supervisor or manager to agree on a suitable course of action.

### **Reporting line**

Director, Cost Management

### **Direct reports**

Nil

### **Budget/Expenditure**

Financial delegation of up to \$75,000

## **Essential requirements**

- Technically qualified in Quantity Surveying/ Cost Management.
- IT literate and able to use Costex, Buildsoft, Microsoft Office and Project.
- Knowledge of and commitment to the department's Aboriginal education policies.
- Demonstrated ability to deal with conflicting and competing demands in a professional and timely fashion whilst adhering to project critical timelines.





## **Capabilities for the role**

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### **Capability summary**

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Advanced</b>
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 <b>Relationships</b>	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Advanced</b>
	Influence and Negotiate	Adept
 <b>Results</b>	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Adept
 <b>Business Enablers</b>	<b>Finance</b>	<b>Advanced</b>
	Technology	Intermediate
	Procurement and Contract Management	Adept
	<b>Project Management</b>	<b>Adept</b>

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Advanced	<ul style="list-style-type: none"> <li>Model the highest standards of ethical behaviour and reinforce them in others</li> <li>Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li> <li>Ensure that others have a working understanding of the legislation and policy framework within which they operate</li> <li>Promote a culture of integrity and professionalism within the organisation and in dealings external to government</li> <li>Monitor ethical practices, standards and systems and reinforce their use</li> <li>Act on reported breaches of rules, policies and guidelines</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>Show commitment to achieving challenging goals</li> <li>Examine and reflect on own performance</li> <li>Seek and respond positively to constructive feedback and guidance</li> <li>Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>Build a culture of respect and understanding across the organisation</li> <li>Recognise outcomes which resulted from effective collaboration between teams</li> <li>Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government</li> <li>Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Finance	Advanced	<ul style="list-style-type: none"> <li>Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management</li> <li>Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound</li> <li>Assess relative cost benefits of direct provision or purchase of services</li> <li>Understand and promote the role of sound financial management and its impact on organisational effectiveness</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Project Management		<ul style="list-style-type: none"> <li>• Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement</li> <li>• Respond to financial and risk management audit outcomes, addressing areas of non-compliance</li> </ul>
	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>