

Role Description

Quantity Surveyor

Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Business Enablement/Capital Services & Investment
Role number	221405, 221406
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	221112
PCAT Code	1223392
Date of Approval	10 June 2021
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

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 provide replacement cost analysis prior to site investigations.

- Assist the construction team with estimating queries and questions across multitrade 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 the project team on preparation of tender analysis spreadsheets and prepare and monitor project cashflow 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
Internal	
Manager	<ul style="list-style-type: none"> • Receive, direction, advice, guidance and performance feedback. • Report on progress towards business objectives and discuss future directions. • Provide sound advice and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions.
SINSW Senior Asset Planners	<ul style="list-style-type: none"> • Ensure school asset planning methodologies are documented and recorded in a consistent way and reflect the latest changes to innovation and that the Capital Plan supports School Community Plans.
SINSW Data Insights & Planning Analytics	<ul style="list-style-type: none"> • Ensure demographic reporting and analysis frameworks are documented and recorded in a consistent way and reflect the latest changes to innovation.
DoE Audit Directorate	<ul style="list-style-type: none"> • Ensure that the Internal Auditors recommendations are met.
External	
Other NSW Government agencies	<ul style="list-style-type: none"> • Establish networks to maintain currency in trends and developments in contract management and administration. • Exchange information on performance benchmarking and other matters of mutual interest.

Who	Why
Community or industry representative groups	<ul style="list-style-type: none"> Develop professional expertise and keep up to date with trends and developments in contract management and administration.

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

Budget Nil

Financial delegation of up to \$75,000

Key knowledge and experience

- Knowledge of, and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Technically qualified in Quantity Surveying/Cost Management.
- IT literate and able to use Costex, Buildsoft, Microsoft Office and Project.
- 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


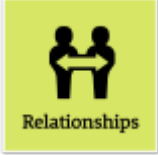
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

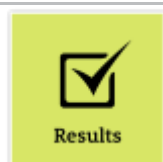
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Model the highest standards of ethical and professional behaviour and reinforce their use • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act promptly on reported breaches of legislation, policies and guidelines 	Advanced
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation 	Adept
 Relationships	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Recognise outcomes achieved through effective collaboration between teams • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions • Network extensively across government and organisations to increase collaboration • Encourage others to use appropriate collaboration approaches and tools, including digital technologies 	Advanced



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

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Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

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Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management
- Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound
- Assess relative cost benefits of various purchasing options
- Promote the role of sound financial management and its impact on organisational effectiveness
- Obtain specialist financial advice when reviewing and evaluating finance systems and processes
- Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner

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Project Management

Understand and apply effective planning, coordination and control methods

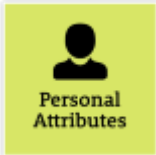
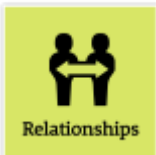
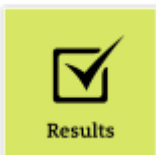
- Understand all components of the project management process, including the need to consider change management to realise business benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its expected benefits
- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects

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Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate



Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance

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