

Role profile

Job Title:	Commercial & Compliance Performance Manager	Grade:	16
Department:	Housing Asset Management	Post no.:	64059
Directorate:	Housing & Environment	Location:	Perceval House

Role reports to:	Head of Resident Experience and Assurance
Direct reports:	Quantity Surveyors, Assistant Quantity Surveyor, Procurement Lead, Accounts Lead, Health and Safety Officer
Indirect reports:	Consultants, Contractors

Job description

Purpose of role

- This role is the Housing Asset Management's expert on assurance, providing oversight of the health and safety, building safety, procurement, quantity surveying and commercial services functions.
- To lead the management of quantity surveying, health and safety, and procurement staff and consultants.
- To provide overall leadership of the professional quantity surveying service and the commercial team within the Housing Asset Management department providing assurance and expertise to colleagues to ensure value for money, cost control compliant procurement, and building health and safety compliance. Supporting a programme of works of between £30m and £60m per annum.
- To ensure all contracts are procured in full compliance with contract law, associated regulations and all internal council policies including contract procurement and procedure rules.
- To provide assurance that health and safety, building safety and compliance is managed effectively, ensuring an up-to-date understanding of best practice and regulatory requirements, working closely with the Head of Building Safety and Compliance.
- To ensure best practice data management, provide timely and accurate reports, commentary and financial information.
- To lead the delivery of improvement projects, processes and policies to deliver transformation of services as appropriate to deliver a modern efficient assets service.

Key accountabilities

- To lead and motivate the team to deliver professional quantity surveying and procurement duties and services including, accurate measurements of works, valuation of works and contract variations.
- To provide regular checks, tests and audits of housing building safety and compliance work programmes.
- To develop policies, procedures and data management improvements.
- To provide regular checks, tests and audits of health and safety and the delivery of work across the Housing Asset Management department, overseeing the Health & Safety manager.
- To be the expert to ensure adherence to contract conditions, procurement rules and council policies and procedures.
- To minimise the risk of any contractual claims to ensure value for money.
- To ensure timely procurement with accurate contract documentation that enables the effective delivery and valuation of contracts.
- To represent the council at meetings (e.g. consultation events, public enquiries, steering groups and project team meetings) and ensure appropriate follow up.
- To respond to communications and requests for information within timescales.
- To be responsible for ensuring that all data is properly managed.
- To be responsible for ensuring the production of auditable final accounts for works contracts.
- To provide a service of cost control and estimating services to colleagues in the delivery of capital works projects.
- To be responsible for keeping up to date with and implementing relevant legislation and council procurement rules and guidelines, wider construction market conditions and intelligence.
- To actively pursue training and continual professional development to support this.
- To ensure direct reports are competent, and to lead, coach and develop team members to deliver service excellence and continuous improvement, supporting training.
- To utilise and embed best practice tools and processes including the use of technology to support delivery.
- To ensure compliance with all management processes and procedures including all council policies.

Key performance indicators

- Data and reports are accurate and meet senior leadership needs

- Assurance of health and safety, building safety, and compliance data
- Assurance of accurate estimates and reasonable assumptions behind the quantity surveying service
- Contracts are procured in a timely and compliant manner
- Improvement projects and transformation is delivered across the directorate

Key relationships (internal and external)

- Housing Asset Management colleagues
- Finance
- Contractors
- Housing Landlord teams
- Procurement hub
- Legal services
- Councillors

Authority level

People

- Able to liaise with council officers at all levels
- Provide a professional quantity surveying service to and on behalf of the council
- Provide direction and advice to quantity surveying and design team colleagues with regard to evaluation of projects cost estimates and in negotiations with contractors
- Provide assistance with the management and supervision of all quantity surveying staff including external consultants and agency staff

Policy

- Work in compliance with all legislative and council policy changes
- Provide accurate and timely project cost advice for colleagues
- Authorised user of the council's procurement tendering system and responsible for ensuring all tender documents are uploaded and contractor queries are dealt with promptly
- Interpret and make decisions based on contract conditions relevant to the various contracts that are used by the council

Financial (including Legal)

- Responsible for providing cost and value for money recommendations and bench marking evidence for inclusion in reports
- Compile works contracts using templates approved by legal services, secure contractor sign off and pass to legal services
- Ensure all council contractual obligations are met by the issuing of certificates for payment by the due date
- Responsible for ensuring that all contractor's accounts are correct
- Querying and challenging any areas that are included under the terms of the contract
- Responsible for ensuring tender reports are produced promptly following the carrying out of detailed tender analysis and recommending contracts are entered into for all capital projects
- Ensure value for money for the council

Person specification

Essential knowledge, skills, and experience

1. Extensive knowledge of construction contract law and associated regulations.
2. Comprehensive understanding of council policies including contract procurement and procedure rules.
3. Demonstrated effective leadership qualities and the ability to manage staff to deliver high quality quantity surveying services.
4. Proven track record in cost management within construction, using various forms of contract, ideally JCT and NEC.
5. In depth knowledge and understanding of project financial management principles including cost estimating, forecasting, and reporting.
6. Expertise in schedule of rates and work valuation methods and principles.
7. Thorough understanding of construction project procurement methods, including national frameworks such as Southern Construction Framework, London Construction Programme, London Housing Consortium and National Association of Construction Frameworks.
8. High proficiency with Microsoft Excel and familiarity with project planning tools such as Microsoft Project.
9. Excellent verbal and communication skills, with the ability to explain contractual obligations to laypeople and produce concise, factual and clear reports, including tender and project cost reports.
10. Ability to demonstrate a high standard of service delivery and proven communication skills to present data and information to a diverse range of internal and external bodies, including community groups, private sector partners, contractors, consultants and government agencies.
11. Strong knowledge and application of health and safety regulations, as well as equality, diversity and inclusion policies.
12. Capable of managing and delivering high quality quantity surveying services through effective leadership and staff management.

Essential qualification(s) and professional memberships

1. Degree qualified or track record of experience
2. Chartered Member of Royal Institution of Chartered Surveyors (RICS) or other recognised related bodies such as Chartered Institute of Procurement & Supply

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards