Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	**Quantity Surveyor**
Service & Directorate:	Facilities & Property
Location:	Dunedin / Invercargill
Reports to:	Service Manager Capital Works
DHB Delegation Level:	N/A
Number of direct reports:	Nil
Date:	April 2022

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing

We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind *Manaakitanga*	Open *Pono*	Positive *Whaiwhakaaro*	Community *Whanaungatanga*
***Looking after our people*:** We respect and support each other. Our hospitality and kindness foster better care.	***Being sincere*:** We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	***Best action:*** We are thoughtful, bring a positive attitude and are always looking to do things better.	***As family:*** We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

Promote the integration of health services across primary and secondary care services

Seek the optimum arrangement for the most effective and efficient delivery of health services

Promote effective care or support for those in need of personal health or disability support services

Promote the inclusion and participation in society and the independence of people with disabilities

Reduce health disparities by improving health outcomes for Māori and other population groups

Foster community participation in health improvement and in planning for the provision of and changes to the provision of services

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
The purpose of the Quantity Surveyor role is to provide accurate costing information for construction projects within the Southern DHB, and cost estimates for maintenance service contracts. This includes working with relevant stakeholders to define scope, provide advice and estimates, and working with project managers to provide forecasts and cost monitoring for ongoing projects. This role will work alongside other staff to negotiate with contractors and vendors, and build relationships with construction and maintenance service partners. The role will be expected to provide regular progress reports, including budget reports and forecasting on a range of construction projects and maintenance services.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets firsthand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Role Specific Competencies	
Process Management	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient workflow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
Planning	Accurately scopes out length and difficulty of task and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals, evaluates results. Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act on tasks without having the total picture.
Listening	Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
Informing	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information.
Managing and Measuring Work	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

KEY RELATIONSHIPS	
Within Southern DHB	**External to Southern DHB**
• Facilities and Property staff	• Contractors
• Staff of other DHB departments	• Consultants
	• Relevant Territorial Authority

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	• Tertiary Level Diploma or Degree in Quantity Surveying, Project Management or Construction Management.	• Relevant experience in hospital, project and/or facilities environment is desirable. • Relevant and current registration as a chartered surveyor (such as RICS)
Experience	• At least 2 years Construction or Engineering estimating experience • Capital project management experience and understanding of project management processes, governance and support activities • Demonstrated competence in performing and delivering under tight financial constraints and within strict timeframes • Experience preparing budgets and cost forecasts to ensure that services provided are the best value within operational financial constraints	• Experiencing in cost estimating in healthcare facilities and/or other facilities which must continue operation during the project. • Experience in participating in tender evaluation and post tender evaluation.
Knowledge and Skills	• Ability to turn detailed costing information into high level guidance for budgeting purposes • Monitors, measures and continually improves own performance, establishes and maintains effective relationships • Competency in Microsoft Office suite including MS Project.	• Knowledge of hospital infrastructure
Personal Qualities	• Strong ability to communicate and work effectively with people at all levels • High level of motivation, initiative and anticipation with the ability to work independently as well as leading a team • Good negotiator and able to think outside of the square to arrive at solutions that suit all stakeholders. • Evaluates situations and identifies existing problems or opportunities as well as actively seeking solutions to problems before being asked or directed • Excellent planning and organisational skills • Experience managing budgets to ensure that services provided are the best value within operational financial constraints. • Coordination, negotiation, planning and organisational skills. • Excellent prioritisation and organisational skills. • Performs tasks reliably. • Positive attitude with a good sense of humour	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
To produce cost estimates and financial forecasting and monitoring for both capital projects and ongoing maintenance service contracts as required	
• To assist the project team as required by producing appropriate cost estimates on request • To provide ongoing cost monitoring and forecasting for capital projects • To provide input into project designs by providing advice on cost estimates • To assist with cost reviews at each stage of the project • To assist with cost reviews and cost forecasting for maintenance service contracts • To develop and maintain professional relationships with trades staff, contractors, Southern DHB staff and senior management. • To provide advice to external project management and consultants in all DHB project processes and procedures. • Work alongside and assist the Maintenance and service teams. • Ensure accurate and timely reporting	• Assists the project team as required by producing appropriate cost estimates on request • Provides accurate ongoing cost monitoring and forecasting for capital projects • Provides input into project designs by providing advice on cost estimates • Assists with cost reviews at each stage of the project. • Assists with accurate forecasting and reviews for maintenance service contracts • Develops and maintains professional relationships with trades staff, contractors, Southern DHB staff and senior management. • Works alongside and assist the Maintenance and service teams. • Provides accurate and timely reporting
To manage health and safety for assigned capital works projects.	
• Actively participate in preparing health and safety policies as required. • Ensure that health and safety policies are effectively implemented and check whether objectives and targets have been met. • Implement any necessary improvements to address identified deficiencies following, inspections, audits, reviews and assessments of risk. • Develop positive health and safety cultures in their teams and the team environment.	• Health and safety policies are followed in their area of responsibility. • Hazards are identified, risks are assessed, and appropriate control measures are implemented and followed. • Every employee has the training, equipment and skills to undertake their role safely. • All employees are clear on where to seek assistance and guidance on health and safety matters. • Health and safety is embedded in everything that Facilities and Property Services does and is part of business as usual
Other tasks	
• Maintain accurate and timely reporting. • Maintain a good knowledge of hospital systems and can access as required. • Assist with design drawings and draughting team data as required • Analyse and report on monthly budgets and operational activity. • To comply with all Southern DHB rules, policies and procedures including the Code of Conduct. • To carry out other general duties, relevant to the persons experience and capabilities, that may be required from time to time. • Ensure all work carried out complies with current standards, procedures and legislative requirements and that all personal safety procedures are complied with.	

Other Duties	
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience. Act as a role model for the Southern DHB Organisational Values.	• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with SDHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do. • Work alongside and at times assist the Maintenance and service teams within the Southern DHB.
Professional Development – self	
Identifying areas for personal and professional development.	• Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.	• You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	• *Partnership* – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. • *Participation* – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. • *Protection* – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee	Date
.....	.....
Manager	Date