

Bernicia Group Role Profile

Title: Quantity Surveyor

Reporting to: Commercial/Programme Manager

Date: June 2026

Purpose

Working collaboratively in the delivery of the day-to-day quantity surveying function, while contributing to continuous service improvement to maximise the social and financial return from our assets, ensuring financial control and monitoring throughout.

Supporting the delivery of Corporate and department centred strategic aims & objectives.

Accountabilities

Operational

- Deliver the day-to-day and competently guide the Quantity Surveying duties and administration of the contracts/agreements of Asset & Property, ensuring that all aspects of contract administration, including application format(s), certification, valuation processes, variation and final account processes are timely and ensuring compliance with the conditions laid out within the relevant contracts, best practice, legislation (Construction Act), Group Delegatory Framework and standing orders/financial regulations.
- Support and report to the Commercial/Programme Manager regarding contract award/administration in a way that ensures performance and outputs are achieved, including reporting on performance, completions and cashflow. Monitor, highlight and support mitigation of areas that are under performing. To include commercial, unit and component data.
- Support the implementation, future improvement, and interconnectivity with all systems of planned investment contract administration, assets management, commercial management software and all other systems used within the business including Salesforce, QL or equivalent as required.
- Attend project/site locations to support development of work scope and required schedule of works, informing tendering process and pre-start activities. Frequent and regular site inspections of work-in-progress and assessment of commercial performance and impact.

- Contribute to the preparation/review of tender documents and pricing schedules as required while working collaboratively to maximise value for money and social value return with consideration of wider economic opportunities and circumstances.
- Ensure that all known commercial or operational risks within the directorate's activities are identified and removed or minimised.
- Represent Bernicia at pre-commencement, progress, partnership and other collaboration meetings to ensure commercial matters are appropriately highlighted, considered and resolved in a timely manner.
- Maximise opportunities for consolidation and / or streamlining of commercial and operational processes to deliver maximum efficiency within planned investment and asset environment.

Corporate

- Comply with all relevant legislation and work within our policies and procedures.
- As appropriate to the role, take ownership of the data in your area and support the achievement of high-quality data and data management across Bernicia, by ensuring any data recorded is accurate, reliable and trustworthy.
- Perform your role in accordance with the Bernicia Way and draw to your manager's attention any unsafe working practice/conditions.
- Maintain a safe and healthy working environment, by ensuring all health and safety policies and procedures are fully implemented and consistently applied and carrying out suitable and sufficient risk assessments.

The above list is not exhaustive and your role will certainly change over time reflecting the changing needs and activities of the organisation and our commitment to making best use of technology and improving the way we do things. You must therefore be committed to personal development, adapting to and welcoming change and making continuous improvements in the efficiency and effectiveness of our use of resources.

All colleagues are encouraged to not ignore work at the boundaries of their specific role, by taking "ownership" of any issue with which they become involved, ensuring that all matters are brought to a satisfactory conclusion. This includes identifying any risks involved in the day-to-day responsibilities of the role and taking action to mitigate those risks.

Essential Skills & Experience

- Chartered Status, Degree or demonstrable and relevant experience at a similar level (all in a relevant and related discipline).
- A strong and proven track record of delivering day-to-day quantity surveying duties, including procurement, project management, contract administration, and management/control of large budgets (within the Construction sector).
- Experience of the day-to-day collaboration and communication with construction professionals (in relevant disciplines) in successfully delivering the required outcomes.
- Ability to interpret and analyse complex data and information (financial and stock condition), making clear decisions/ recommendations to ensure delivery of the asset management strategy and strategic corporate objectives.
- Full clean driving licence and the use of a vehicle for work purposes

Desirable Skills & Experience

- Demonstrable experience of delivering the duties of a 'Client' Quantity Surveyor, including a full and detailed understanding and evidence of practicing of the various duties.
- Knowledge and understanding of the current and emerging key regulatory requirements within the housing and construction sectors, including a comprehensive knowledge of current and future challenges in the field of construction and relevant related legislation.

Values	
Value	Expectation
Customer Focused	We understand our customers and champion customer focus.
Trusted	We uphold the highest standards of integrity in all our actions, we are personally accountable and deliver what we say we will do.
Respect for People	We respect our tenants and customers and recognise them as individuals. We value our colleagues, encourage their development and reward their performance.
Leadership	We provide strong and transparent leadership, supported by clear decision-making which is evidence-based and outcomes-focused.
Collaborative	We collaborate to help meet the needs of tenants and customers, partners and the wider North East.

