

# ROLE DESCRIPTION

## Quantity Surveyor

|                                  |                                       |                       |
|----------------------------------|---------------------------------------|-----------------------|
| <b>Portfolio</b>                 | Communities and Justice               |                       |
| <b>Department</b>                | Department of Communities and Justice |                       |
| <b>Division/Branch/Unit</b>      | Homes NSW / Housing Portfolio         |                       |
| <b>Location</b>                  | Parramatta                            |                       |
| <b>Classification/Grade/Band</b> | Clerk Grade 9/10                      |                       |
| <b>Role Number</b>               | TBA                                   |                       |
| <b>ANZSCO Code</b>               | 232212                                |                       |
| <b>PCAT Code</b>                 | 1119192                               |                       |
| <b>Date of Approval</b>          | April 2023                            | <b>Ref: HPORT 042</b> |
| <b>Agency Website</b>            | www.dcj.nsw.gov.au                    |                       |

*Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.*

### Homes NSW overview

The NSW Government is determined to make NSW a place where everyone has access to safe and secure housing, and where experiences of homelessness are rare, brief and non-recurring.

Homes NSW is a division of the Department of Communities and Justice. It brings together the housing and homelessness functions of the Department of Communities and Justice, the NSW Land and Housing Corporation, Aboriginal Housing Office and key worker housing functions from across government all under one roof.

Homes NSW leads work to deliver more social and affordable housing, end the cycle of homelessness, and deliver quality public housing to our 262,000 tenants across NSW.

As a single division, we are streamlining services to ensure we meet the needs of the people we support, with empathy, efficiency and effectiveness. We are elevating the voice of people with lived experience of social housing, housing services and homelessness.

We strive for excellence in service delivery and partner with all levels of government, sector and communities to address the housing crisis.

Most importantly, Homes NSW puts people at the heart – including our staff. Working for us means you are joining a division where your expertise and skills will be valued.

### Primary purpose of the role

The Quantity Surveyor is responsible for monitoring and advising on construction cost issues at project and program level. The role also provides support to ensure projects, costing and work undertaken by Homes NSW's business partners, are cost effective, of high quality and represent value for money.

## Key accountabilities

- Provide timely and accurate advice and solutions including, but not limited to, producing estimates, review of estimates prepared by others, budget formulation, contributing to project briefs, tender evaluation sign-off and review and assessment of variations.
- Act as a Quantity Surveying specialist for the Development teams for the purposes of budget setting, forecasting, research, data analysis and capture, cost planning, estimating across a project lifecycle from feasibility to completion of work.
- Assist in the evaluation of the performance of service providers and suppliers to foster a culture of teamwork and cooperation that is focused on respect, solution and cost-effective outcomes.
- Foster a culture of continuous improvement by monitoring, researching and recommending improvements to systems, processes and procedures.
- Provide assistance and undertake cost planning audits to ensure business requirements are met.
- Advise on the appropriateness of different approaches to managing cost risks across projects and their financial or time impact to ensure project and program objectives are met.
- Establish and maintain stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure project deliverables are met.
- Provide advice and support to the Senior Quantity Surveyors and Principal Quantity Surveyor.

## Key challenges

- Ensuring business practices are in line with current legislative, policy and professional standards and those procedures reflect best practice for Homes NSW's and its partners and influencing and negotiating involvement at all stages of project.
- Prioritising competing work demands given the diverse range of issues encountered simultaneously to be resolved within the defined time-frames.
- Working in a dynamic legislative, policy, and political environment and delivering against internal customers' requirements and partnering with key stakeholders to provide expert advice and professional services given the high complexity of some service requests.

## Key relationships

| Who   | Why  |
|---|--|
| <b>Internal</b>   |  |
| Broader Homes NSW's, Senior Quantity Surveyors, Principal Quantity Surveyor, Director Shared Services, Development Directors, Design Managers, Planners, Development Managers | <ul style="list-style-type: none"> <li>• Exchange information, receive guidance and professional support, and provide expert advice</li> <li>• Consult, gain approvals and obtain feedback, negotiate and manage situations</li> <li>• Provide advice, solutions, options, recommendations, evaluations and analysis/commentary on quantity surveying issues, project briefs, plans, processes, issues management, outcomes and requirements.</li> </ul> |
| <b>External</b>   |  |

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|  |   |
|--|---|
| External Suppliers, Contractors, Building Industry | <ul style="list-style-type: none"> <li>• Quality assure, risk assess and undertake project work in accordance with briefs and project plans, provide specialist advice and recommendations, support and assistance with tender processes, complex project requirements and sharing of lessons learned for continuous improvement purposes.</li> </ul> |
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## **Role dimensions**

### Decision making

The Quantity Surveyor is responsible for:

- reviewing, benchmarking projects from concept through to completion. r is accountable for the delivery of assigned construction cost estimates and reviews for self and team on allocated time, quality and cost metrics.
- the quality, accuracy and integrity of the content of advice provided by self, consultants and the team.

### Reporting line

Reports to the Principal Quantity Surveyor

### Direct reports

Nil

### Budget/Expenditure

As per Administrative and Financial Delegation Instruments

## **Essential requirements**

Degree or commensurate experience in Quantity Surveying field

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

## **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 |
|--|--|---|-------|
|  <p>Personal Attributes</p> | <p><b>Manage Self</b><br/>Show drive and motivation, an ability to self-reflect and a commitment to learning</p>                     | <ul style="list-style-type: none"> <li>• Keep up to date with relevant contemporary knowledge and practices</li> <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 and maintain a high level of personal motivation</li> </ul>   | Adept |
|  <p>Relationships</p>       | <p><b>Communicate Effectively</b><br/>Communicate clearly, actively listen to others, and respond with understanding and respect</p> | <ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul> | Adept |
|  <p>Relationships</p>     | <p><b>Work Collaboratively</b><br/>Collaborate with others and value their contribution</p>  | <ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>       | Adept |





| Capability group/sets   | Capability name   | Behavioural indicators   | Level        |
|---|---|--|--------------|
|  | <b>Deliver Results</b><br>Achieve results through the efficient use of resources and a commitment to quality outcomes | <ul style="list-style-type: none"> <li>• Seek and apply specialist advice when required</li> <li>• Complete work tasks within set budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own work and that of the team or unit</li> <li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li> <li>• Identify any barriers to achieving results and resolve these where possible</li> <li>• Proactively change or adjust plans when needed</li> </ul>  | Intermediate |
|  | <b>Think and Solve Problems</b><br>Think, analyse and consider the broader context to develop practical solutions     | <ul style="list-style-type: none"> <li>• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience</li> <li>• Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience</li> <li>• Seek contributions and ideas from people with diverse backgrounds and experience</li> <li>• Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul> | Adept        |

| Capability group/sets   | Capability name  | Behavioural indicators   | Level |
|---|--|--|-------|
|  | <b>Project Management</b><br>Understand and apply effective planning, coordination and control methods | <ul style="list-style-type: none"> <li>• Understand all components of the project management process, including the need to consider change management to realise business benefits</li> <li>• Prepare clear project proposals and accurate estimates of required costs and resources</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Identify and evaluate risks associated with the project and develop mitigation strategies</li> <li>• Identify and consult stakeholders to inform the project strategy</li> <li>• Communicate the project's objectives and its expected benefits</li> <li>• Monitor the completion of project milestones against goals and take necessary action</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul> | Adept |

### 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        |
|--|-------------------------------------|--|--------------|
| <br>Personal Attributes | Display Resilience and Courage      | Be open and honest, prepared to express your views, and willing to accept and commit to change         | Adept        |
|  | Act with Integrity                  | Be ethical and professional, and uphold and promote the public sector values                           | Adept        |
|  | Value Diversity and Inclusion       | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| <br>Relationships       | Commit to Customer Service          | Provide customer-focused services in line with public sector and organisational objectives             | Intermediate |
|  | Influence and Negotiate             | Gain consensus and commitment from others, and resolve issues and conflicts                            | Intermediate |
| <br>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        |
| <br>Business Enablers | Finance                             | Understand and apply financial processes to achieve value for money and minimise financial risk        | Intermediate |
|  | 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     | Intermediate |