

Position/s Description

Senior Quantity Surveyor (POS2815)

Directorate	Planning and Design
Department	Infrastructure Planning
Business Unit	Civil Engineering Design and Survey
Reports to	Coordinator Civil Engineering Design and Survey
Number of Direct Reports	0
Position Grade	Grade 16 35 hours week
Employment Type	Permanent Full-time
Primary Location	33 Moore Street, Liverpool NSW
Date Approved	13 May 2026

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

WORKING TOGETHER



COMMUNITY FOCUS



ACCOUNTABILITY



GROWTH & DEVELOPMENT



INNOVATION



Intent and Primary Purpose of the Position/s

To lead the provision of quantity surveying, cost planning and estimating services across Council's infrastructure portfolio, supporting the planning, design and delivery of capital works programs.

The role is responsible for developing reliable, up-to-date, and accurate cost estimates, benchmarking, lifecycle costing and financial insights to inform business cases, budget development and project prioritisation for infrastructure assets including roads and traffic facilities, drainage, buildings and open space.

The position plays a key advisory role to internal stakeholders, ensuring robust cost control, value for money outcomes and alignment with Council's long-term financial and asset management strategies.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Provision of accurate cost estimates and cost plans.	Develop and review detailed cost estimates and cost plans for infrastructure projects across all planning and design phases, ensuring accuracy, consistency and alignment with industry benchmarks.
Cost planning and budget development.	Support the development of Council's capital works program through reliable cost forecasting, budget preparation and financial modelling.
Lifecycle and whole-of-life costing.	Prepare lifecycle cost analyses to inform asset planning, renewal strategies and long-term financial planning.
Procurement and tender support.	Assist in the preparation of tender documentation including Bill of Quantities (BOQs), cost schedules and pricing frameworks; and evaluate tenders and provide cost advice where required.
Cost control and financial governance.	Monitor and review project costs, identify risks and variances, and provide recommendations to maintain budget integrity.
Value engineering and optimisation.	Lead value engineering initiatives to achieve cost-effective design outcomes without compromising quality or functionality.
Data management and benchmarking.	Develop and maintain cost databases and benchmarking tools to support consistent evidence-based estimating practices.
Stakeholder engagement.	Provide specialist cost advice to internal stakeholders including infrastructure planners, designers, project managers, and senior leadership.
Risk identification and mitigation	Identify cost risks and opportunities during project planning and design phases and develop risk mitigation strategies.
Compliance and governance	Ensure all estimating and cost planning activities align with Council policies, procurement frameworks and relevant legislation.
Continuous improvement.	Develop and improve systems, tools and processes for cost estimation and financial planning.
Reporting and analysis.	Prepare high-quality reports, cost summaries and financial insights as required, for senior management and Council decision-making.

Strategic input.	Support strategic infrastructure planning through cost advice on feasibility studies, business cases and funding applications.
Contract and variation advice.	Provide input into contract administration processes, including assessment of variation and claims (as required).

Decision Making Authority and Responsibilities

Decision Making	<ul style="list-style-type: none"> • Provide independent professional advice on cost estimates, budgets and financial risks associated with infrastructure projects. • Recommend cost planning methodologies, assumptions and benchmarks. • Influence project scope, design decisions and prioritization through cost insights. • Contribute to procurement and tender evaluation processes. • Escalate significant financial risks or budget impacts to senior management. • Operate with a high level of autonomy within established policies, frameworks and delegated authority.
WHS Responsibilities	<ul style="list-style-type: none"> • Promote a safe and healthy work environment by complying with all relevant WHS legislation, policies, and procedures. • Take reasonable care for their own health and safety and that of others in the workplace. • Report hazards, incidents, and unsafe practices in a timely manner. • Follow safe work practices and instruction to maintain a safe workplace.
Enterprise Risk Management Responsibilities	<ul style="list-style-type: none"> • Ensure compliance with Council Work Health and Safety policies, procedures and legislative obligations. • Ensure safe systems of work are implemented across construction, maintenance and essential services activities. • Respond effectively to incidents, emergencies and compliance issues.
Financial Delegation	<ul style="list-style-type: none"> • \$10,000

Key Relationships	
Who	Why
Infrastructure Planning staff	<ul style="list-style-type: none"> Collaborate on project planning, design development and cost estimation.
Project Management staff	<ul style="list-style-type: none"> Provide cost advice throughout project lifecycle.
City Planning staff	<ul style="list-style-type: none"> Collaborate on project planning, design development and cost estimation.
Development Engineering staff	<ul style="list-style-type: none"> Collaborate on project planning, design development and cost estimation.
Financial Services staff	<ul style="list-style-type: none"> Align cost estimates with budgeting, forecasting and financial reporting processes.
Procurement staff	<ul style="list-style-type: none"> Support tendering processes and contract cost evaluation.
Asset Planning and Management staff	<ul style="list-style-type: none"> Inform lifecycle costing and long-term asset planning.
Senior Leadership / Executives	<ul style="list-style-type: none"> Provide strategic cost insights and reporting for decision-making.
External Consultants (e.g. designers, QS firms)	<ul style="list-style-type: none"> Review and validate external cost estimates and reports.
Contractors and Suppliers	<ul style="list-style-type: none"> Obtain market pricing insights and support procurement processes.

Position Requirements

Qualifications, Knowledge, Skills and Experience

Essential:

- Tertiary qualifications in Quantity Surveying, Construction Management, Engineering or a related discipline or equivalent experience.
- Current Class C Driver License.
- Extensive experience in quantity surveying, estimating or cost planning, preferably for infrastructure projects.
- Demonstrated experience in preparing detailed cost estimates, cost plans and financial analysis across multiple project stages.
- Strong knowledge of construction methodologies, materials, rates and market conditions relevant to infrastructure projects.
- Familiarity with relevant codes and service guidelines (e.g. National Construction Code, Australian Standards) and infrastructure delivery frameworks.
- Experience in lifecycle costing, value engineering and cost optimisation.
- Well-developed analytical and problem-solving skills with a high level of accuracy and attention to detail.
- Strong communication and stakeholder engagement skills with the ability to present complex information clearly and concisely.
- Ability to manage multiple tasks and prioritise effectively under tight timeframes.
- Proficiency in relevant software tools (e.g. CostX, Excel, CAD-based measurement tools or similar estimating software).

Desirable:

- Experience working within local government or public sector infrastructure planning / delivery.
- Membership or working towards membership with a relevant professional body (e.g. Australian Institute of Quantity Surveyors, Royal Institution of Chartered Surveyors).
- Experience in contract administration and assessment of variations to claims.
- Familiarity with asset management principles and long-term financial planning frameworks.
- Experience contributing to business cases and funding submissions.

Signature

By signing below, I understand the contents and expectations of this position description.

Name	Signature	Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describe the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.