

POSITION DESCRIPTION

SENIOR QUANTITY SURVEYOR

POSITION DETAILS

Date of Position Description	June 2025
Position Title	Senior Quantity Surveyor
Position Grade	Grade 14
Directorate Business Unit	City Planning & Design Infrastructure Planning & Development
Reports to	Team Leader Infrastructure Planning
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	9 Wentworth Street, Parramatta (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

The City of Parramatta is seeking a detail-oriented and experienced Senior Quantity Surveyor to support the accurate costing of infrastructure items identified in Council's development contributions plans and planning agreements.

In this role, you will be primarily responsible for reviewing infrastructure projects listed in the contributions plans and providing reliable, up-to-date cost estimates to support strategic planning and funding decisions. You will work closely with internal stakeholders to assess project scope and design details, ensuring all cost inputs are realistic and reflect current market conditions. Your input will directly inform the financial planning and viability of infrastructure delivery funded through development contributions.

Collaboration with Council's project managers, engineers, and design teams will be essential to maintain consistency and accuracy across all estimates, from feasibility through to delivery planning.

KEY RESPONSIBILITIES

Key responsibilities include:

Role Specific

- Prepare accurate and detailed cost estimates and Bills of Quantities (BOQs) for infrastructure projects listed in Council's development contributions plans and Planning Agreements.
- Review and validate cost inputs provided by external consultants or internal stakeholders to ensure consistency with current market rates and industry standards.
- Provide cost advice to inform updates to contributions plans and support strategic infrastructure planning.
- Undertake benchmarking, cost analysis, and forecasting to inform financial modelling and funding allocations.
- Conduct high-level feasibility reviews and cost comparisons to support project prioritisation.

- Collaborate with project managers, planners, engineers and asset managers to ensure proposed project scopes are clearly defined and costed appropriately.
- Interpret concept designs and early-stage project documentation to quantify infrastructure elements and assess cost implications.
- Provide technical input during plan reviews to ensure infrastructure estimates remain realistic, defensible, and aligned with Council's long-term financial planning.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

KNOWLEDGE

Qualifications

- Bachelor's degree in Quantity Surveying, Construction Management, or a related field.
- Professional certification or membership with recognised bodies such as the Australian Institute of Quantity Surveyors (AIQS) or Royal Institution of Chartered Surveyors (RICS) is desirable.

Experience

- Minimum 5 years of experience in quantity surveying, cost consultancy and/or construction management, preferably within the public sector or infrastructure environment.
- Demonstrated experience preparing and reviewing cost estimates for civil, community, and public infrastructure projects.
- Demonstrated experience working with drawings (e.g. AutoCAD) and verifying quantities against design documentation.
- Experience in applying cost estimation methodologies in early design and planning phases, including feasibility assessments.
- Experience with infrastructure contributions planning or exposure to strategic infrastructure cost planning is highly desirable.
- Sound knowledge of construction industry practices, regulations, and standards relevant to infrastructure projects.
- Familiarity with relevant codes and service guidelines, such as the National Construction Code (NCC), AS/NZS standards, and infrastructure delivery frameworks.

Skills

- Proficiency in cost estimation software and tools (e.g. CostX, Excel, AutoCAD; experience with BIM-based quantity takeoff tools is a plus).
- Strong analytical and problem-solving skills with a high level of accuracy and attention to detail.
- Proven ability to interpret design documentation and quantify infrastructure elements effectively.
- Strong understanding of cost management principles and forecasting techniques.
- Ability to manage multiple tasks and prioritise effectively under tight timeframes.
- Excellent communication and stakeholder engagement skills, with the ability to convey complex cost information clearly.
- Familiarity with procurement processes, contract administration, and construction law is advantageous.
- Commitment to delivering high-quality work and supporting strategic planning outcomes through accurate costing.