

Position Description

Quantity Surveyor

NWTD Project

Contracts

Objectives

- Responsible for managing and safeguarding the owner's budget position, ensuring accurate measurement, valuation, forecasting, and commercial reporting for the Project.
- Supports the day-to-day contract administration across the Project ensuring the parties' obligations, are managed in a timely, accurate and compliant manner.
- Working within the Contract Team, the position contributes to maintaining contract and commercial discipline, protecting the owner's position and ensuring accurate documentation and reporting.

Role Specific Accountabilities

- Assist if required in the preparation of detailed cost forecasts, cash flow projections, and cost-to-complete estimates.
- Assist in the administration of contract agreements in accordance with contract terms and project procedures.
- Identify cost risks, trends, and opportunities, providing timely advice to the Contract Director.
- Ensure contract registers are maintained, liaising with other functions as required.
- Prepare and issue contractual communications, including notices, instructions, variations and clarifications.
- Ensure the parties' compliance with contractual obligations.
- Accurately measure and value all change items, process them in accordance with the relevant contract terms and internal reporting requirements.
- Assist in assessing progress claims (for change items) in collaboration with other team members.
- Attend meetings as required, including for the resolution and agreement of change items.
- Monitor the progress of change items, including variations, provisional sums, delay costs, risk and contingency draw down and any other additional payments under the Contract.
- Advise the Principal's Representative of interim assessments for change items for inclusion in the Monthly payment claim assessment in accordance with contractual terms.
- Maintain Change registers in conjunction with other functions to ensure all changes are recorded and tracked, effecting timely processing of changes in accordance with the Contract terms.
- Establish and maintain effective working relationships with the Contractor, other third parties and other owner's team functions.
- Any other duty or task as reasonably and lawfully directed by TasNetworks.

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To be successful in this role	• Degree-qualified in Quantity Surveying, Construction Management, Engineering, or related discipline. • Demonstrated experience as a Quantity Surveyor on major infrastructure or construction projects. • Strong experience in cost control, measurement, and valuation of contract works, particularly change items. • Experience in using business systems such as document management, finance or project cost tracking tools • Professional membership of a recognised body such as RICS and AIQS. • Strong analytical and numerical skills with high attention to detail • Solid understanding of contract administration, contract interpretation and commercial management practices. • Ability to interpret technical drawings and specifications for measurement purposes • Effective communication and stakeholder engagement skills • Strong organisational and time management capability • Proactive approach to risk identification through commercial and contract awareness		
Compliance Requirements	• A satisfactory National Police Record check to confirm eligibility for the role		
Reports to: Contract Manager	Direct reports: 0	Approved: May 2026	

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