

Selection and purchase of services from third parties on behalf of clients, estimating and construction staff, including the assessment of contracts, contract conditions and supply terms and the acquisition of competitive prices.

Range indicators

Competency will be demonstrated in the application of relevant knowledge, understanding and skills set out in the procurement engineering competency requirements. Such knowledge and skills will normally be obtained through a structured education to the requisite level and work experience.

This area of specialism includes the following core skills:

- The ability to use financial control procedures within the civil engineering industry.
- The ability to analyse data and understand the implication of various options.
- To be able to demonstrate knowledge and experience of contract structures and documentation.
- To be able to demonstrate knowledge and usage of civil law in the context of construction.
- The ability to use construction programmes.
- To be able to demonstrate knowledge of construction techniques, sustainable and environmental construction and practical application of Health and Safety on site.
- The ability to collect and use data for selection of contractors, subcontractors and suppliers.
- The use of appropriate techniques for recording and documentation of information including registration of interest, preparation of bills of quantities and analysis of tenders.
- Communication, computing and Health and Safety skills apply to all specialisms and are described elsewhere.

Evidence guide

Evidence of successful achievement of this competency would be effective and efficient management of the procurement process together with the application of appropriate systems for managing the supply chain, at the minimum levels as stated in the competency details and range of elements.

	Competency	Demonstrate ability to provide general procurement advice.				
CM15	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	B	Collect information required to specify procurement requirements.				
B	K	Undertake constructability analyses.				
C	E	Provide input into the development of the project brief.				
D	E	Preparation of tender documentation.				
E	E	Selection of tenderers, including short list criteria and client requirements.				
F	E	Evaluate and negotiate tenders including Subcontractors and suppliers.				
	1 st Review	Supervisors signature	Date			
	(2 nd Review)	Supervisors signature	Date			
	(3 rd Review)	Supervisors signature	Date			

		Competency	Demonstrate ability to prepare and advise on Contract Documentation.			
CM16	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	B	Preparation of bills of quantities, schedules of rates and activity schedules.				
B	K	Establish client requirements and advise on alternative forms of contract and procurement arrangements.				
C	K	Recommend and agree the method of measurement to be used for the various projects or parts of.				
D	A	Formulation of management plans for resource procurement.				
E	K	Undertake quantity and other checks, and advise on any implications.				
	1 st Review	Supervisors signature				
	(2 nd Review)	Supervisors signature				
	(3 rd Review)	Supervisors signature				
		Date				
		Date				
		Date				

	Competency	Demonstrate knowledge and experience of contract structure and documentation.				
CM17	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	K	Preparation of estimates and tender submissions.				
B	E	Interpretation of specifications and preambles.				
C	E	Risk analysis.				
D	E	Analysis of drawings, technical reports and bills of quantities.				
E	E	A sound working knowledge of the various forms of conditions of contract used for civil engineering projects.				
	1 st Review	Supervisors signature	Date			
	(2 nd Review)	Supervisors signature	Date			
	(3 rd Review)	Supervisors signature	Date			

		Competency	Demonstrate knowledge and usage of civil law in the context of construction.			
CM18	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	K	Knowledge of construction and contract law.				
B	E	Advising on contractual matters and formulating correspondence.				
C	E	Understanding of disputes resolution.				
D	E	Understand the provisions of the standard forms of contract and sub-contract commonly in use in the civil engineering industry.				
E	K	The health and safety at work and environmental health acts.				
	1 st Review	Supervisors signature				
	(2 nd Review)	Supervisors signature				
	(3 rd Review)	Supervisors signature				
		Date				
		Date				
		Date				

	Competency	Demonstrate knowledge and ability in planning and programming				
CM19	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	A	Preparation of various types of construction programmes.				
B	B	Use of the programme for: A) Planning the works.				
C	B	Ditto: B) Analysis and preparation of extension of time and disruption claims.				
D	K	Benchmarking and performance Indications (KPI).				
	1 st Review	Supervisors signature	Date			
	(2 nd Review)	Supervisors signature	Date			
	(3 rd Review)	Supervisors signature	Date			

	Competency	Demonstrate appreciation and knowledge of construction techniques and uses of technology.				
CM20	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	K	Construction techniques with particular emphasis upon projects with which personally involved.				
B	K	Working Knowledge of plant, equipment, materials and labour.				
C	A	Sustainable engineering and environmentally friendly construction.				
D	E	Practical application of health and safety on site.				
	1 st Review	Supervisors signature	Date			
	(2 nd Review)	Supervisors signature	Date			
	(3 rd Review)	Supervisors signature	Date			

	Competency	Demonstrate the ability to understand and use commercial management and administration skills.				
CM21	Optimum Standard	Activity Details	Date of Assessment			
			A	K	E	B
A	E	Preparation of internal reports.				
B	E	Management, selection and control of sub-contracts and finances, including disputes settlement.				
C	E	Representation of the financial and contractual interests of your employer/client in progress meetings or the like.				
D	K	The principles of insurance, including professional indemnity and the handling of insurance claims.				
E	K	Analysis of rates and prices, agreement of variations and or compensation events.				
F	E	Administration of quality assurance procedures.				
G	K	Co-ordination of buying, accounts, production control/planning. Supply chain management and procurement techniques, estimating and surveying functions.				
H	E	A working knowledge of labour costs, employment legislation and working rule agreements.				
	1 st Review	Supervisors signature	Date			
	(2 nd Review)	Supervisors signature	Date			
	(3 rd Review)	Supervisors signature	Date			