

JOB DESCRIPTION

Post Title: Clerk of Works		Director/Service/Sector: Corporate Resources / Property Services		Office Use
Band: 8		Workplace: Any construction site in Northumberland		JE ref: 4370 HRMS ref:
Responsible to: Senior Architectural Technician		Date: April 2023	Manager Level:	
Job Purpose: To ensure a high standard of quality control is maintained on construction projects commissioned by the Council throughout the County, seeking contract administrator and customer sign off to projects prior to handover				
Resources:	Staff	Liaison with NCC departments, design consultants and contractors		
	Finance	Advising the contract administrator and quantity surveyor of defective workmanship prior to payment certification.		
	Physical	Determination that works are constructed in compliance of the contract specification and drawings.		
	Clients	Extensive involvement with Clients, particularly schools and contractors.		
Duties and key result areas: <ol style="list-style-type: none">General inspection of all aspects and elements of building, electrical and mechanical capital improvement work.Keep detailed records of various aspects of the work which will be reported to the contract administrator on a regular basis. This includes but is not limited to:-<ul style="list-style-type: none">Defects and rectification. Note faulty workmanship and materials. Inform the contractor of unacceptable workmanship and seek a resolution.Progress and delays arising from quality control related matters.General progress compared to project programmes.Production of Labour Reports - Number and types of workers employed by contractors.Weather conditions throughout the project lifetime and record hours of lost working due to inclement weather.Review and advise on Contractor proposals.Compliance with and impact of Employer instructions.Details of any significant events including any serious deficiencies in health & safety performance observed on site.Assisting where appropriate in checking levels, dimensions, etc.Liaising with the Contract Administrator.Instructing the contractor, where appropriate, by means of Clerk of Works directions. Informing the Contract Administrator when directions have been issued.Attending and contributing to site and progress meetings. Standing in for NCC Project Manager, as appropriate and act as NCC's on-site representative.On the completion of specific elements of work, preparing schedules of defects and to record/certify rectification of snagging items.Ensure the service is responsive to customer timescales and always seeks value for money solutions. Keep the customer fully informed of project progress and planned timescales.Ensure service delivery complies with current health and safety and other legislation.Ensure all relevant County Council, Property Services and other continuous improvement procedures are followed.Ensure that a customer facing approach is adopted in the delivery of all aspects of the service.Take part in Procurement contractor quality assessment reviews as appropriate.Lead on Principal Designer role and duties on construction projects when delegated.Responsible for undertaking N1 inspections and reporting of construction projects carried out by schools, contributing to NCC's Corporate Landlord duties.Act as lead advisor and NCC site representative on building demolition projects for various NCC departments inc. Property, H&S, Public Protection and Local Services. Including the supervision of contractors on site in reactive works- to ensure relevant permits, licenses, and access arrangements are in place.Carry out building condition surveys on NCC buildings and make recommendations for future capital investment, renewable energies and remedial repairs with a view to informing Capital Investment Programmes.Undertake solely, or contribute to, construction risk assessments as instructed.Contribute to the induction, training and development of less experienced colleagues, acting as coach and mentor as necessary.				

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	The work involves the need to visit various Council locations and construction sites on a regular basis. To be able to meet the transport requirements of the post.
Work patterns:	A flexible approach to working arrangements will be necessary to match start times on construction sites. This may involve some weekend working, early and/or late working times depending upon the contractor's programme of works.
Working conditions:	The work is primarily externally based at construction sites with visits to central offices. Ability to undertake work in dirty, unpleasant environments and in the open in all weathers when necessary.

PERSON SPECIFICATION

Post Title: Clerk of Works		Director/Service/Sector: Corporate Resources / Property Services	Ref: 2968
Essential		Desirable	Assess by
Qualifications and Knowledge			
<ul style="list-style-type: none"> NVQ/SVQ Site Inspection Level 4 or similar. SMSTS Qualification req.- NEBOSH, CSCS - Management Test Level. Excellent knowledge of CDM Regulations. CISRS – Basic Scaffold Inspection qualification. A relevant BTEC/SQA higher national award. Comprehensive knowledge of materials, trades, construction methods and legal/statutory requirements. Comprehensive knowledge of the Construction (Design and Management) Regulations and site health and safety requirements. Knowledge of construction technology and best practice. Knowledge of a variety of forms of contract. Working towards membership of the Institute of Clerk of Works or equivalent professional body. Asbestos Awareness Knowledge of renewable energy systems and associated safety protocols. Qualified to carry out construction related Risk Assessments. Knowledge of the construction Principal Designer role and duties. 		<ul style="list-style-type: none"> A foundation degree or equivalent technical qualification in a building construction or a related discipline. Membership of the Institute of Clerk of Works or equivalent professional body. 	(a), (i)
Experience			
<ul style="list-style-type: none"> At least 10 years site experience within a recognised trade with at least 3 years in a supervisory role. Demonstrable delivery in a role of a similar level. A customer focused approach to project delivery. Experience of carrying out building stock condition surveys and reports. 		<ul style="list-style-type: none"> Previous experience as a Clerk of Works on a range of local authority projects. Experience as part of a project team delivering renewable energy projects. 	(a), (i), (r)
Skills and competencies			
<ul style="list-style-type: none"> Builds and maintains strong working relationships both externally and internally. Good communication and interpersonal skills, and a proven ability to engage with people at all levels. A high level of attention to detail and a proven ability of ensuring that contractors' quality controls meet the required project and statutory standards. Able to demonstrate a meticulous, thorough and rigorous approach to architectural details and finishes. 		<ul style="list-style-type: none"> Basic AutoCAD skills to transpose building surveys into electronic form. 	(a), (i), (r)

<ul style="list-style-type: none"> • In-depth knowledge of the Building Regulations. • Good oral and communication skills with the ability to be diplomatic. • Intermediate MS Office skills (to prepare regular reports including uploading photos). • Persuasive and diplomatic, with the ability to remain independent. • Ability to read and interpret construction plans and details. 		
Physical, mental, emotional and environmental demands		
<ul style="list-style-type: none"> • Be physically fit. • Have a good head for heights. • Regular need to travel to construction sites and work outdoors in all weathers, sometimes in muddy and/or frozen conditions. • Extensive contact with contractors, occasionally on contentious issues. • Occasional full days working in site cabins. 		
Motivation		
<ul style="list-style-type: none"> • Commitment to ensuring safe construction sites and working practices. • Ability to work on a day-to-day basis largely without supervision. • Commitment to the providing a quality service to clients. • Keep up to date with changes in construction methods, statutory legislation and carry out continued professional development (CPD). 		(a), (i), (r)
Other		
<ul style="list-style-type: none"> • A current UK driving licence. Able to meet the transport arrangements of the post. • Duties of the post will require post holders to undertake daily visits to construction sites. 		(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits