Job Description

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Clerk of Works</th>
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<tbody>
<tr>
<td>Post Number:</td>
<td>009376, 009377, 009380</td>
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<tr>
<td>Business Unit</td>
<td>Housing and Investment</td>
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<td>Business Unit team</td>
<td>Investment Team</td>
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<tr>
<td>Accountable To (Line Manager):</td>
<td>Project Manager</td>
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<tr>
<td>Responsible For (Direct Reports Post Title):</td>
<td>N/A</td>
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Job purpose

To act as the clients' representative on site making sure that building work is carried out to the client's standards, specifications and schedules. Ensuring that the correct materials, and workmanship are used and that the client is given the required quality of work and value for money.

Organisational position

Key tasks, duties, responsibilities and accountabilities of the post

The Clerk of Works will be based on site most of the time or make regular visits to the site or sites; if more than one site is being worked on by the Service Providers (Contractors). The Clerk of Works will be vigilant in their inspections of a large range of technical, as well as Health and Safety aspects of the work.

This involves and requires the post holder to:

- Be self-motivated, self-supporting with the best interests of the project and residents uppermost.
- Familiar with the specification of works any relevant drawings, change orders and written instructions, checking them, and using them as a reference when inspecting the work.
• Make visual inspections of the sites and work taking place. Provide support to both the Service Provider and Project Manager.
• Take measurements and samples on site to make sure that the work and the materials being used meet the specifications and quality standards.
• Be familiar with legal requirements and checking that the work complies with them.
• Have a working knowledge of health and safety legislation and bring any shortfalls observed to the attention of the person(s) concerned, as well as the Project Manager.

Act as Superintendent - This means that the post holder can:
• Advise the Service Provider about certain aspects of the work, particularly if something has gone wrong.
• Agree to minor changes in value up to the current level of delegated authority for the post.
• The post holder cannot, though, give advice that could be interpreted as an instruction, if this would lead to additional expense above their delegated authority. If the Clerk of Works feels this is necessary they must refer this to the Project Manager who is responsible for authorising expenditure above the Clerk of Works delegated authority and issuing variations or instructions for this work.

Be required to keep detailed records of various aspects of the work, which they will put together in regular weekly / monthly reports for the Project Manager and the Client. Records will include the following details of but not be limited to:
• Pre works and post completion inspections.
• Identifying and monitoring potential risks within projects.
• A progress report setting out details of any delays.
• The number and type of workers employed and their trades.
• The weather conditions and their impact on works, including duration of any inclement weather.
• The visitors to the site.
• The drawings and other instructions received.
• Any deliveries.
• Other instructions received or given.
• Details of any significant events including any serious deficiencies in health or safety performance they have observed while on site.

Clerks of Works will liaise closely with the Service Provider's staff. They must, however, maintain their independence, as they are responsible for working in the best interests of the Client.

If the work involves maintenance, alterations or additions to buildings by the Clients’ directly employed workers, Clerks of Works will be responsible for supervising them.

The Clerk of Works will also be required to:
• Attend any meetings where required to provide information and present their reports.
• Sign off partially and fully completed works, as part of the certification process to make payments to the Service Provider.
• Act as the first point of contact in resolving complaints received from residents, their representatives and members of the public.
• Participate in customer satisfaction surveys and ensure they are carried out impartially and without duress.

• Attend and accept handovers and carry out independent end of day checks on behalf of the Client.

• Be flexible and work as part of a team.

• Be physically fit and able to climb and descend Ladders and Scaffolds unaided.

• Deputise for their line manager when he/she is unavailable.

• Attend team meetings and briefings and any relevant training courses.

• Operate in accordance with SBC’s policies and procedures and all relevant legislation and codes of practice which impact on the role.

The role’s key contacts and level of relationships with individuals, groups of people, agencies and external organisations

• The staff and operatives of the Service Provider / Contractor and any others involved in the supply chain.

• Residents both tenants and leaseholders of the Council and their representatives, such as Councillors and MP's.

• Adjoining owners and freeholders.

• The Gas, Electricity, Water and Telecommunication Companies as well as the Police Ambulance and Fire Brigade.

Any colleagues within the Council from all other departments in particular supported and sheltered housing, the direct labour team and waste department staff.

Governance, Corporate and other responsibilities

• Undertake any additional responsibilities as directed by the line manager commensurate with the level and grading for the role

• Adhere and ensure compliance to the Council’s policies, rules and procedures including, Health and Safety, Equality & Diversity, information management including Data Protection, HR, all other legislative responsibilities, governance, financial and procedural rules.

• Ensure compliance to the organisation’s Code of Conduct in the delivery and provision of services to staff and the community.

• Be prepared to undertake additional duties not included above that are appropriate to the job grade and qualifications, skill and experience as contained within the Person Specification, recognising that this Job Description will be kept under review and may be amended at the Council’s discretion to ensure organisational needs are met.

Behaviours and Competencies

• Understand how the role, the team’s role and the Business Unit’s role contribute to the overall Corporate objectives and works to develop their understanding and awareness of other areas within the organisation. Keeps informed with a range of matters relating to the Business Unit and takes a positive approach to their own and teams work.

• Provides and receives feedback on a range of matters relating to own, team and Business Unit performance and responds constructively. Recognises they are responsible for the quality of the
work they and the team produce and upholds high standards. Identifies challenges and barriers to delivering services and resolves or escalates appropriately.

- Accountable for decision making judgements and clearly articulates both verbally and in writing how and why a decision has been made and communicates clearly to customers the service which can be provided. Takes personal responsibility for delivering expected outcomes and standards, delivering at pace and takes responsibility for quality of own work whilst seeking opportunities for improvement through learning from delivery.

- Support colleagues, customers and partners to understand the need for change and continuous improvement of the team and puts forward suggested improvements in a constructive way and professional manner, including utilising technology.

- Listens, asks open questions and respects contributions from others and establishes effective relationships with a range of stakeholders.

- Challenges any inappropriate behaviour within the team and Business Unit or escalates appropriately.

- Takes personal responsibility for identifying their own development needs and takes steps to address areas for improvement.

Stevenage Borough Council (SBC) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and recruitment candidates to share this commitment. SBC shall take all reasonable steps to employ staff who are safe to work with children, young people and vulnerable adults. For posts identified with regular contact with these groups applicants will be required to undertake a Value Based Interview. The council supports the legislative requirements for employing and maintaining safer staff and the guidance specified by Hertfordshire Safeguarding Adults Board.
# Person Specification

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<th>Knowledge, Skills and Abilities</th>
<th>Required Skills and Competencies</th>
<th>Essential</th>
<th>Desirable</th>
<th>How to be Assessed</th>
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<tr>
<td>Excellent communicator.</td>
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<td>Numeracy and literacy.</td>
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<td>Microsoft Office packages in particular Excel and Word.</td>
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<td>Building construction knowledge</td>
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<td>Building contract knowledge both JCT and TPC forms</td>
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<td>Knowledge of the CDM regulations.</td>
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<td>Knowledge of building and planning regulations.</td>
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<td>BTEC Higher National qualification (HNC/HND), foundation degree or degree in construction or engineering or relevant experience.</td>
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<td>Level 2 SVQ/NVQ Diploma in Site Inspection or relevant experience.</td>
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<td>Experience</td>
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<td>Experience as a craftsperson or technician in construction or civil engineering.</td>
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<td>Experience working in a similar role within a building construction or refurbishment environment</td>
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<td>Any other attributes required for the role not mentioned above</td>
<td>Ability and willingness to travel to other locations as required for the role</td>
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<td>Membership of the Institute of Clerks of Works and Construction Inspectorate (ICWCI).</td>
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<td>Flexible approach to working hours</td>
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