

Job Title	Clerk of Works	Location	Various	Job Family		Grade	
Reports to	Senior Clerk of Works / CDQ Manager	Designation	Mobile	Development		D4	

Overall Purpose: Ensure that development projects are built to the highest standards in line with all current legislation and regulatory standards with building and site safety being paramount, ensuring projects are both cost effective and delivered within agreed timescales. Ensure efficient and effective programme delivery whilst complying with all relevant procedures and regulatory standards throughout the construction phase of our projects.

Responsibilities & Outcomes	Skills / Experience	General Role Expectations						
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> Monitor the quality of all materials and workmanship ensuring compliance with the building contract/development agreement and drawings/specifications. Carry out all snagging and technical inspections to ensure completion to required standard. Lead on scheme reviews in relation to pre contract plans and specifications and report back to the CDQ Manager. Ensure the Employers Agent and their representatives undertake the relevant number of inspections. Working with the Employers Agent to advise of potential problems and establish satisfactory construction outcomes. Work in close partnership with the contractor and consultancy team, to support the overall objectives of construction to time, cost and quality of the project. Ensure the Golden Thread of information and detailing is well managed and documented appropriately. Keep accurate records on site and report regularly to the Guinness project manager. Provide specific contract and general technical support to the team. Ensure that all adoption inspections have been carried out together with all work for the final handover. Advise on any items of specification that have caused problems during the contract and defects period. Ensure Fire safety Regulation 38 legislation is adhered to and that the final fire strategy is correct and accurately reflects the current fire safety precautions in the building. Inspect planned maintenance works and responsive repairs when required for quality of workmanship and compliance with specification. Report and advise on both fire safety and H&S compliance on all operational projects. <p>Key Outcomes:</p> <ul style="list-style-type: none"> Minimised defects both at Practical Completion and reported by customers. Improved customer satisfaction rates. Compliance with all relevant policies and procedures. A robust and pro-active approach to contractual risk, reducing programme delays and subsequent claims incidents. A robust and pro-active approach to health and safety, reducing risk reportable events wherever possible. Delivery of projects on time, budget and to quality standards. 	<p>Essential:</p> <ul style="list-style-type: none"> Proven construction experience in either a trade role or supervisory/ management role. Knowledge of current building regulations. Knowledge of modern methods of construction. Proven customer service experience. Good attention to detail. Knowledge of contractual and non-contractual defects. Technical construction skills. Good oral and written communications and interpersonal skills. Good knowledge of Microsoft Office, Word, Excel and Outlook. Evidence on ongoing personal development. Demonstrates the Guinness Behaviours. <p>Qualifications</p> <p>Essential:</p> <ul style="list-style-type: none"> Minimum HNC/HND in Construction, Surveying of the Built Environment. Member of the Insitute of Clerk of Works (ICWCI) or CIOB, RICS. Appropriate Construction Skills certification Card (CSCS) Card. <p>Desirable:</p> <ul style="list-style-type: none"> Degree level qualification in either construction, surveying or the built environment. Site Management safety training (SMSTS). <p>Other</p> <table border="1"> <tr> <td>Driving Licence required</td> <td>Yes</td> </tr> <tr> <td>Mobile working required</td> <td>Yes</td> </tr> <tr> <td>Evening and weekend working required</td> <td>Yes</td> </tr> </table>	Driving Licence required	Yes	Mobile working required	Yes	Evening and weekend working required	Yes	<p>These are the requirements for roles at Grade D. There may be certain headings against which the requirements of individual roles are higher or lower. Your manager will advise if this is the case.</p> <p>Accountability:</p> <ul style="list-style-type: none"> Accountable for meeting <i>defined</i> business objectives and goals (delivery). Conducts <i>work planning and prioritisation</i> to optimise performance of resources in relation to programming and delivery on construction sites. <i>Provides input</i> to group/area plans and targets Works to clearly defined budgetary parameters and targets for relevant consultancy services. <p>People Skills:</p> <ul style="list-style-type: none"> <i>Allocates resources and responsibilities</i> within the team to deliver business results in regards delivery. <i>Leads and manages a team or area of specialism, delivering results through others. (1-1's and appraisals)</i> <i>Manages</i> internal/external relationships for team/group. <i>Participates in and inputs into</i> the fairness and consistency of the employment experience. <p>Impact & Influence:</p> <ul style="list-style-type: none"> <i>Makes decisions, some complex in nature</i>, which have an impact on team activities. <i>May be required to make a variety of decisions, some complex in nature with concern of impact on others and scheme viability.</i> Actions <i>likely to</i> impact internal and external parties <i>within area</i>. Acts as an <i>advisor</i> to others on own area of expertise or specialism. Shares knowledge across organisational boundaries and acts as a role model. <p>Thinking Challenge:</p> <ul style="list-style-type: none"> <i>Inputs into</i> business focused solutions. <i>Deals with complex issues/problems</i> affecting own area with minimal referral to manager. Applies <i>analytical skills</i> in assessing <i>complex</i> concepts/principles and helping determining solutions. <i>Defines standards</i> and reusable approaches within own area and beyond. Highlighting current best practice within the discipline/ industry. <p>Customer Service:</p> <ul style="list-style-type: none"> <i>Respects and values</i> customers, both internal and external, and demonstrates our commitment to high quality customer service in all that is done.
Driving Licence required	Yes							
Mobile working required	Yes							
Evening and weekend working required	Yes							

You are also required to undertake any other duties within your capabilities as may be reasonably required.

