

## London Borough of Havering Job Profile

<b>Job Title:</b> Clerk of Works	<b>Directorate:</b> Housing Services
<b>Service/Section:</b>  Property Services	<b>Post Number(s):</b>  <b>Job Evaluation Number: JE2744</b>
<b>Grade:</b>  G6	<b>Date last updated:</b> January 2021  <b>Date of last Evaluation:</b> New

### Main Purpose of the Job/Key Objectives:

- Oversee the quality and safety of work on construction projects being delivered by the Property Services team, making sure that building plans and specifications are being followed correctly and meet the expectation of the end user.
- Produce regular reports and a dialogue with the design team and attend meetings both on site and with other stakeholders.
- Build a good relationship with all stakeholders to ensure the smooth delivery of projects to time and quality.
- Monitor and report on progress to project managers, senior clerk of works and others in the design team.
- Ensure value for money for the client is achieved through rigorous and detailed testing and inspection of materials and workmanship throughout the building process.
- Deliver a customer focused service consulting and liaising with tenants and leaseholders to ensure their requirements are met.
- To undertake the duties of a professional clerk of works independently and with a minimum of supervision within a team environment and respond positively and flexibly to a changing environment.

### Job Context:

1. This post is a permanent post.
2. The post holder reports to the Senior Clerk of Works.
3. The post holder has no line management responsibility.
4. The post covers a 36 hour week, with the occasional requirement to work outside 'normal' office hours.
5. The post is agile working; partly office based but the post holder will primarily be required to visit construction sites on a regular basis to conduct inspections and assessments. This will

involve physical activity, such as the use of ladders and other inspection aids, in all weathers.

## **Experience and Knowledge**

- Substantial experience as Clerk of Works/Surveyor/Trade Foreman, on new and occupied sites.
- Some experience and knowledge of Local Government practices and procedures.
- Able to prepare and write progress records.
- Able to prioritise, plan and manage own workload and projects to meet conflicting work demands and deadlines
- Able to create and maintain effective and co-operative working relationships both internally and externally and to consult, negotiate and influence others inside and outside the Council including site managers, contractors, clients, consultants and residents.
- Able to use Microsoft Office software i.e. Word and Excel or equivalent software, use electronic mail and be comfortable using a variety of remote communication packages such as Skype, Zoom and Teams
- Able to demonstrate a clear understanding of what constitutes unfair discrimination and its effects on the community and employees including disadvantaged groups in both.
- In depth knowledge of relevant legislation and statutory requirements including CDM Regulations, Asbestos Regulations, Scaffolding Regulations and Planning and Building Regulations and related compliance requirements.
- In-depth understanding of JCT terms of contract.
- Personal and professional demeanour, credibility and presence in groups
- Familiar with working to deadlines and working with accuracy.

## **Qualifications**

A relevant technical qualification in a construction related subject and membership of an appropriate institute e.g. Institute of Clerk of Works and Construction Inspectorate or equivalent verifiable work based experience and training.

## **Working conditions and circumstances**

- The post holder may be required to work evenings, weekends and occasional public holidays in order to meet service requirements.
- Able to undertake site visits and access all parts of building sites including the use of ladders and scaffold
- The post holder must have the ability to drive, hold a valid driving license suitable for use in the UK and have access to a vehicle for use at work
- You will be required to work at any Council office.
- Undertake any other duties commensurate with the general level of responsibility of this post.

## **Key Accountabilities and Result Areas**

Key Result Area	Expected End Result
Responsible for accurately recording and reporting progress on site.	Maintain and issue regular progress reports for all visits, including weather, instructions, amendments, labour force, quality, Health and Safety, test results etc.
Responsible for identification of issues likely to impact programme	Make regular visits to the projects in contract, attending the site meetings and advising of difficulties being encountered or likely to be encountered. Check that progress is maintained according to the building programme and advise on any likely cause for delay.
Responsible for reporting areas of non compliance for the project and recommending action	Make recommendations both orally and in writing about any aspect of the works including quality, cost and programme, which do not conform to the plans, specifications and other documentation. Refer upwards and action recommendations as appropriate.
Ensure compliance with Health and Safety requirements.	Continuously monitor work on site in accordance with the Contractors Method Statements and Health and Safety Plan, to ensure the safety of all persons affected by the works. Action as necessary and promptly report breaches in written form
Ensure comprehensive up to date knowledge of the projects and report on performance	Examine, in advance, all contract documents and drawings on individual schemes and identify discrepancies. Attend contract meetings, report on the contractor's anticipated building programme and performance of contractors and external consultants
Deliver a quality product that complies with Client requirements.	Prepare and attend snagging inspections and advise on any issues requiring rectification prior to the issue of Certificate of Practical Completion. Ensure that schedules of defects after handover are maintained, and rectified in a timely manner in order to meet our customer's expectations.
Work collaboratively to deliver a quality product.	Work in collaboration with members of the Project Team and clients to ensure projects, both pre and post contract, run smoothly and objectives are achieved

#### **Additional Requirements:**

- The Council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training. You will meet these expectations.
- You comply with Health and Safety Regulations associated with your employment.
- You are aware of the council's responsibilities under the General Data Protection Regulation and the Data Protection Act 2018 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.
- You will treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases, any breach of which will be regarded as subject to disciplinary investigation.
- You may be required to work at any Council site.

- You will demonstrate a flexible approach in the delivery of work within the service area. Consequently, the post holder may be required to perform duties not specifically identified in the job profile but which are in line with the general responsibilities of the post.
- You will deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures.

## Competency Profile

Competencies are a set of descriptions of personal behaviours required by people in their workplace.

Competency	Level	Criteria to be Evidenced (Description)
Communicating openly and effectively	C	<ul style="list-style-type: none"> <li>Communicates complex information to others effectively</li> <li>Is a clear and persuasive communicator, using influencing and negotiating skills when necessary</li> <li>Actively listens to, respects and values the view of others</li> <li>Presents succinct, well-balanced information orally and in writing, with clear outcomes</li> <li>Sets up opportunities to influence others prior to decisions being made</li> <li>Understands and responds to organisational politics</li> <li>Facilitates discussions to achieve collective objectives</li> <li>Creates an environment where teams are encouraged and developed, to enable them to communicate effectively</li> <li>Has knowledge of policy, procedures and legislation that support safeguarding children and adults activity, and communicates this to their staff</li> <li>Knows what to communicate and where to report if they are concerned about an adult or child being at risk of abuse (*Adult and Children's Services)</li> </ul>
Delivering excellent customer service	B	<ul style="list-style-type: none"> <li>Proactively gathers information about customers and consistently seeks to establish and meet their current and future needs</li> <li>Analyses and understands delivery and range of services, providing solutions to individual customer needs</li> <li>Develops and maintains constructive relationships with customers</li> <li>Takes pride in delivering high quality services and seeks to expand own skills</li> <li>Constantly questions "how will this benefit the customer?"</li> <li>Seeks customer feedback to identify ways to improve customer experience</li> <li>Shows clear understanding of their role in identifying and reporting concerns regarding adult or child abuse</li> <li>Is aware of and challenges, if necessary, poor practice in safeguarding adults and children (*Adult and Children's Services)</li> </ul>
		<ul style="list-style-type: none"> <li></li> </ul>
Achieving Results and Success	B	<ul style="list-style-type: none"> <li>Assumes personal responsibility for achieving outcomes and making appropriate decisions</li> <li>Is considerate of others and their contributions</li> <li>Monitors and evaluates own performance against targets</li> </ul>

		<ul style="list-style-type: none"> <li>• Develops new ways of working to achieve results</li> <li>• Demonstrates high personal standards as an example to others and delivers what they agree</li> <li>• Is consistently positive and remains focused and flexible when faced with competing demands and priorities</li> <li>• Allocates time and resources to reflect priorities</li> <li>• Seeks information to aid decision making</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> </ul>
Respecting Others	B	<ul style="list-style-type: none"> <li>• Acknowledges and values the positive contribution that everyone can make</li> <li>• Demonstrates integrity at all times</li> <li>• Considers impact of own actions and tries to cater for the differing needs of others</li> <li>• Acts as a role model sets a personal example of good equalities practice at all times</li> <li>• Challenges inappropriate and discriminatory behaviour</li> <li>• Understands different learning and personality styles and preferences</li> <li>• Respects confidentiality wherever appropriate</li> <li>• Acts upon concerns about discrimination or inequality of opportunity</li> <li>• Applies consistent standards of service and response</li> </ul>