

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Clerk of Works	<b>Grade:</b> PO3
<b>Section:</b> Major Works/ Structural Team	<b>Directorate:</b> Housing & Regeneration
<b>Responsible to Following Manager:</b> Senior Technical Manager/ Technical Manager	<b>Responsible for the following staff:</b> n/a
<b>Post Number/s:</b> RWH7136	<b>Last Review Date:</b> February 2024

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality planned and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

The following opportunity exists to join the Major Works team within our Housing Management Division, which manages a diverse portfolio of projects ranging from new build housing, environmental improvements to major refurbishment schemes with an annual value more than £30 million.

Ideally you should have experience of acting in a client's Clerk of Works role on multi-trade building contracts to occupied residential property, but applications would be welcome from candidates with relevant technical knowledge & building background with experience of quality control on site. You will need to be able to communicate effectively with tenants, leaseholders, contractors and consultants.

This post attracts Car User Allowance, for which you must hold a current conviction free driving licence and use of a car insured for business purposes.

### **Specific Duties and Responsibilities**

1. Prepare and attend snagging inspections and advise the schemes consultant prior to the issue of Certificate of Practical Completion. Ensure that schedules of defects after handover are maintained, and their rectification before the expiry of the contract Defect Liability Period.
2. On large projects especially the council's new build and regeneration projects, have knowledge of Employer's Requirements including Mechanical and Electrical services, Structural and Architectural works.
3. Check and monitor essential Fire Risk Assessment {FRA} to the blocks during Major works projects, action items outstanding.
4. Deputises for the Senior Technical Manager (MG3), Technical Manager (MG1) and Project Controller (PO3-PO5) at site meetings.
5. Responsible to the Senior Technical Manager (MG3), Technical Manager (MG1) and Project Controller (PO3-PO5) and receives allocation of workload and supervision from these officers. Undertakes duties as site inspector on building and refurbishment contracts under the direction of a Technical Manager or Project Controller who may be a housing department officer or an outside consultant.
6. Responsible as a Clerk of Works on a range of projects including large multi-million-pound contracts. Projects may be new build, conversions, modernisations, environmental improvements, major maintenance, hidden homes, asbestos removal contracts, electrical, lift and CCTV works and ensures value for money is delivered on behalf of the Council.
7. Ensures total familiarity with contract documents and drawings. Carries out regular and frequent inspection of the works about quality of work, value for money and good practice on the sites. Ensures materials used are of the quality and standard of those within the specification, drawing and or bill of quantities and to the satisfaction of the Contract Administrator, Technical Manager or Project Controller.
8. Will alert the contractors, Technical Managers and Contract Administrator to all variations from the contract drawings and any workmanship and materials not in accordance with the specification or good trade practices. The Clerk of works will issue site directions and advise on Health & Safety requirements in accordance with the requirements of the contract.
9. On commencement of the contracts agree with the contractor the site level grid & Ordnance Bench Mark Level. Responsibility for checking day work sheets and endorses that time spent and plant and materials used are correct. Agrees the state of dilapidation

of the site surroundings. Additionally, on occupied premises ensures a full record including photographs of the internal condition prior to the commencement of the works.

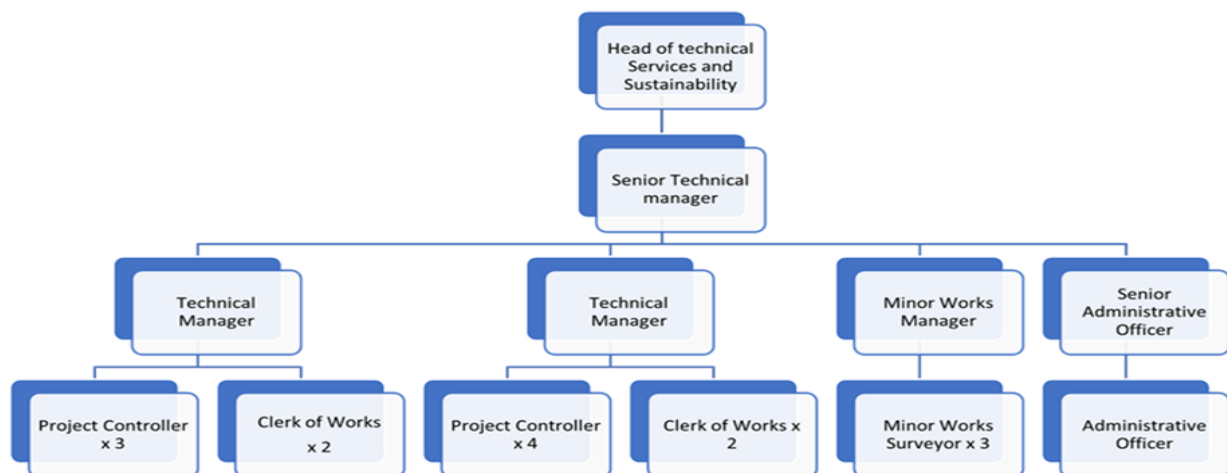
10. Checks setting out of site, record depths of excavations, all drainage works and record details on drawings. Monitors concrete slump tests. Check weather conditions and record these and monitor all site tests.
11. Attends all pre-contract site meeting and tenant liaison meetings. Full liaison role with tenants, leaseholders, sub-tenants, contract administrators, Technical Managers, Project Controllers, Public utilities and other numerous outside representatives.
12. Ensures that statutory registers relating to scaffolding, hoists and other plant are maintained where appropriate. Responsible for ensuring that all site operations comply with the Health and Safety legislation including CDM 2015 regulations, additional safety clauses imposed by the authority and the employer's requirement to plan, co-ordinate and manage health and safety issues throughout all stages of a construction project. Required to advise contractors of non-compliance including the issuing of Prohibition or Improvement notices and notifies as appropriate all other interested parties.
13. Records progress, site and weather conditions, manpower on site, visitors on site and records instructions received and issued throughout the contract by means of a daily diary. Makes regular weekly and monthly reports for submission to all relevant parties.
14. Carries out, in accordance with the contract, de-slag items of works, inspections at the end of the defects liability period to identify any defects, which have arisen and subsequently ensures that defects are rectified, and that contractor has the correct procedures in place for this.
15. Responsible for the investigation of complaints or non-completion of work, customer satisfaction questionnaire or poor workmanship including allegations of damage to persons or property occasioned by or arising from the work and makes a report of recommended action.
16. Required as necessary to discuss the detailed design and production information for future projects and advises the designers on the practicality of their proposals.
17. Liaises with area teams and estate services to report defects encountered or reported by residents and leaseholders which may cause damage to major works contract.
18. Carries out any other duties commensurate with the grade as requested by the Assistant Director (Housing Management).

## Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.
- Must have a full, conviction free driving licence and the use of a car for work.

## Team Structure

For the current structure, please go to The Loop



## Person Specification

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### Our Values and Behaviours

**THINK BIGGER**  
**EMBRACE DIFFERENCE**  
**CONNECT BETTER**  
**LEAD BY EXAMPLE**  
**PUT PEOPLE FIRST**

Our Values are embedded across the SSA and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Ability to demonstrate a knowledge and commitment to the Council 's Customer Care and Citizens Charter initiatives.	Yes		A & I
Understanding the importance of ISO27001	Yes		A&I
Experience	Essential	Desirable	Assessed
Experience of clerking and monitoring building contracts on occupied property, particularly to residential properties.	Yes		A & I
Experience with the interpretation of specifications, drawings and contract administrators' instructions.	Yes		A & I

Experience of checking high rise housing blocks for Fire Risk Assessments.		<b>Yes</b>	<b>A &amp; I</b>
Experience of the implementation and control of Health & Safety Legislation in respect of a major works project.	<b>Yes</b>		<b>A &amp; I</b>
Must have experience in carry out all Clerk of Works and monitoring duties with regards to new build properties.	<b>Yes</b>		<b>A &amp; I</b>
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to keep accurate records, including schedules and Clerk of works daily reports.	<b>Yes</b>		<b>A &amp; I</b>
Ability to prepare information for Project Controller and Consultants.	<b>Yes</b>		<b>A &amp; I</b>
Ability to demonstrate an understanding of and commitment to the Council 's Equal Opportunities Policy.	<b>Yes</b>		<b>A &amp; I</b>
Ability to be firm, direct but sympathetic to the needs of the contract and the residents.	<b>Yes</b>		<b>A &amp; I</b>
Ability to think methodically to maintain and update records.	<b>Yes</b>		<b>A &amp; I</b>
Ability to organise workload to meet constantly changing demands & deadlines	<b>Yes</b>		<b>A &amp; I</b>
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
A relevant qualification and/or membership of a relevant professional body.		<b>Yes</b>	<b>A&amp;I</b>
<b>Special Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Must have a full, conviction free driving licence and the use of a car for work.	<b>Yes</b>		<b>A&amp;I</b>

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**