**Job Profile comprising Job Description and Person Specification**

**Job Description**

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|  **Job Title:**Clerk Of Works | **Grade**: PO2 |
|  **Section:** Technical & Programming | **Directorate:** Housing & Regeneration |
| **Responsible to Following Manager:**Senior Technical Manager/ Technical Manager |  |
| **Post Number/s:**  | **Last Review Date:**  |

**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 in excess of £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**

* Responsible to the Senior Technical Manager (MG), Technical Manager (PO6) 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.
* 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.
* Ensures total familiarity with contract documents and drawings. Carries out regular and frequent inspection of the works with regard to 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.
* 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.
* On commencement of the contracts agree with the contractor the site level grid & Ordnance Bench Mark Level. 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.
* Arranges access to dwellings for relevant parties in liaison with the relevant Area Teaml, Management Co-operative, tenants representative bodies and other interested parties.
* Checks setting out of site, record depths of excavations, all drainage works and record details on drawings. Check weather conditions and record these and monitor all site tests.
* 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.
* Responsibility for checking day work sheets and endorses that time spent and plant and materials used are correct.
* Monitors concrete slump tests and the making of test cubes to ensure that correct standards and procedures are observed.
* Liaise with residents, leaseholders on work proposed and work in progress and ensures that all complaints registered in site complaints book are investigated and acted upon.
* 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 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.
* 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.
* Attends pre-handover inspection with relevant parties where acceptable standard for the project will be set and inspects the remainder of the site to ensure this standard has been achieved.
* Carries out, in accordance with the contract, 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 correct procedures in place for this.
* Conducts approved visitors around site as requested.
* Responsible for providing prepared handover forms, detail requirements and delivery dates of direct supply items.
* Responsible for the investigation of complaints or non-completion of work 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.
* Undertakes measured or level surveys of building and sites for small works required or for leasehold property sales purposes.
* Investigates claims of minor defects and prepares reports as part of the Council’s after sales warranty scheme.
* Liaise with leaseholders, tenants and area housing officers to gain access for survey purposes. Prepares schedule of works required in individual dwellings or for refurbishment contracts
* Carries out site inspections and prepares regular reports during progress of partnership schemes and other similar projects initiated by the Director of Housing & Regeneration..
* Undertakes responsibility for the inspection of large or complex projects requiring above average experience and careful planning of time.
* Assists in structural surveys and preparation of reports upon condition of building and external works
* Assists when required in the training of less experienced staff in the work and procedures of the section including assisting with new starters induction meetings/tours.
* Carries out customer satisfaction returns on completion of the contract and investigates relevant issues including liaison with leaseholders and queries related to leasehold bills.
* Required to maintain familiarity with Council’s IT packages e.g. Word, Excel and Outlook
* At all times carries out duties with regard to the Data Protection Act and the Council’s Equal Opportunities policies taking account of the diversity of others within the workforce and customer base.
* Assists with the maintenance of the Investor in People award within the housing department.
* Attends Resident liaison meetings on site where applicable to resolve problems on large jobs / sites.
* Assists with the organisation of large photo shoots and attends as required.
* Required as necessary to discuss the detailed design and production information for future projects and advises the designers on the practicality of their proposals.
* Snag completed projects with Contract Administrator and arranges access for the works e.g. large window contracts. Checks each room and gives instructions to residents on the operation of windows
* Attends meetings with members of Chair of Housing, Resident groups etc as required.
* 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
* Deputises on an occasional basis for the Technical Manager or Project Controller at site meetings.
* Carries out any other duties commensurate with the grade as requested by the Head of Technical & Programming Services
* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the Council. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.

**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.

**Person Specification**

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|  **Job Title:** **Clerk Of Works** | **Grade**: PO2 |
| **Section:** Technical & Programming | **Directorate:** Housing & Regeneration |
| **Responsible to:** Senior Technical Manager |  |
| **Post Number/s:** | **Last Review Date:**  |

**Our Values and Behaviours[[1]](#footnote-1)**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

* taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
* continuously seeking better value for money and improved outcomes at lower cost
* focussing on residents and service users, and ensuring they receive the highest standards of service provision
* taking a team approach that values collaboration and partnership working.

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| **Person Specification Requirements** | **Assessed by****A &**  **I/ T/ C****(see below for explanation)** |
| **Experience** |
| 1. Experience of clerking and monitoring building contracts on occupied property, particularly to residential properties.
 | A & I |
| 1. Experience with the interpretation of specifications, drawings and contract administrators instructions.
 | A & I |
| 1. Experience of the implementation and control of Health & Safety Legislation in respect of a major works project.
 | A & I |
| 1. Must have experience in carry out all Clerk of Works and monitoring duties with regards to new build properties.
 |  A & I |
| **Skills** |
| 1. Ability to keep accurate records, including schedules and Clerk of works daily reports.
 | A & I |
| 1. Ability to prepare information for Project Controller and Consultants.
 | A & I |
| 1. Ability to demonstrate an understanding of and commitment to the Council‘s Equal Opportunities Policy.
 | A & I |
| 1. Ability to be firm, direct but sympathetic to the needs of the contract and the residents.
 | A & I |
| Ability to think methodically to maintain and update records.  | A & I |
| Ability to organise workload to meet constantly changing demands & deadlines | A & I |
| **Knowledge** |
| 10. Ability to demonstrate a knowledge and commitment to the Council‘s Customer Care and Citizens Charter initiatives. |  A & I |
| 11.Understanding the importance of ISO27001 | A & I |

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)