

Role profile

Job Title:	Clerk of Works	Grade:	Spinal column point range: 10
Department:	Projects Delivery Unit	Post no.:	60855
Directorate:	Economy and Sustainability	Location:	Perceval House

Role reports to:	Major Projects Manager
Direct reports:	None
Indirect reports:	Graduates, Consultants and Contractors

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- Provision of professional Clerk of Works duties and services as part of the multi-discipline design team in the Projects Delivery Unit within the Council's Economy and Sustainability directorate.
- Responsible for Clerk of Works inspections, checking and supervisory duties for a wide range of new build and building maintenance refurbishment projects, on local authority buildings, including but not limited to Schools, Libraries, Children's Centres, Social Services and Leisure Services.
- Responsible for collaborating with all stakeholders and supporting a professional multi-disciplinary team delivering a multi-million pound programme, to deliver fully compliant construction projects.
- Supporting and mentoring of junior staff.
- Consultation with and providing direction to Contractors and external Consultants.
- Monitoring and reporting on building construction works in progress and at completion for compliance with the design specification, Building Regulations, Planning and other statutory regulations in collaboration with delivery teams.
- Responsible for the provision of accurate records, prioritised for the rectification of building defects identified during large scale new build and refurbishment construction projects.
- Be an active team player within the Projects Delivery Unit collaborating and supporting colleagues across the team and wider Council.

Key accountabilities

- Accurate and comprehensive assessment of assigned contract works.

- Reviewing project specifications and drawings for compliance in conjunction with inspection and monitoring of construction works, identifying any areas of non-compliance.
- Inspection and accurate record keeping of construction project status from start on site through to end of defects.
- Monitoring construction works to meet all current statutory legislation.
- Documenting and tracking any identified non compliances from identification through rectification and achieving a compliant resolution.
- Liaising between contractors and the design team for accurate clarification responses to technical contractor enquiries.
- Providing Council-wide Clerk of Works duties in relation to all works projects assigned within the Projects Delivery Unit and where assigned, other Council departments.
- Support the Projects Delivery Unit team members to respond to internal and external communications and requests for information within defined standards and timescales. Such requests may include freedom of information requests, letters, complaints and other general enquiries.
- Ensuring that all sensitive contractual, specification, drawing and tender data is properly managed regarding confidentiality and security, including adherence to the General Data Protection Regulation (GDPR) or such legislation changes that may prevail.
- Ensure compliance with all management processes and procedures including Health & Safety and Diversity and Equality policy and the Freedom of Information and Data Protection Acts.
- Provide end of stage reports for assigned projects to the responsible Project Manager.
- Carry out site-based works inspections and investigations in line with works contract requirements.
- Utilise, support and embed best practice tools and processes including the use of technology to support delivery.
- Undertake other Clerk of Works assignments through the RIBA work stages understanding specification and drawings, design, monitoring construction through to practical completion, handover and end of defects.
- Keeping up to date with and working to UK, Central Government and Council procurement rules and guidelines.
- Direct procurement work to be managed in compliance with the Council's Contract Procedure Rules.
- Responsible for Clerk of Works duties in compliance with and provide support & guidance in the current Construction (Design & Management) Regulations, the Building Regulations, Planning requirements, all applicable statutory regulations and Building Bulletin (BB) guidance documentation.
- Capture and share knowledge and drive the development of service improvement and innovation.

Key performance indicators

- Timely and accurate, concise Clerk of Works reports for all assigned construction project works.

- Concise and informative monthly (or as otherwise required) project progress reports so that the Council has a clear and accurate understanding of the project status at all times.
- Effective structured coordination with the Projects Delivery Unit team members to ensure projects are delivered on programme, to the required quality and compliance standards and within budgets agreed with all project sponsors.

Key relationships (internal and external)

- The Projects Delivery Unit Team members
- Economy and Sustainability Directorate Colleagues
- Children & Adults and Public Health Directorate Colleagues
- Legal Services and Procurement
- Contractors and Consultants
- Building custodians, managers and end users, including Head Teachers, School staff and Governors

Authority level

- Competent to liaise with Council Officers at all levels.
- Support the Projects Delivery Unit team members in providing and delivering professional, quality, value for money projects for the Council.
- Support the Projects Delivery Unit team members in the management of external consultants and contractors.
- Responsible for technical Clerk of Works support to the Projects Delivery Unit team members.
- Ensure colleagues are kept informed of and work in compliance with all legislative and Council policy changes.
- In accordance with legislative and Council policies, support and provide accurate and timely project Clerk of Works information and advice for colleagues.
- Support and assist the Projects Delivery Unit team members to interpret and make decisions based on contract conditions relevant to the various contracts that are used by the Council.
- Ensure all Council contractual obligations are met by ensuring the timely issue of all contract Clerk of Works reports and certification by the due date.
- Responsible for Clerk of Works technical advice to support the QS team in ensuring that all contractor's accounts are correct. Querying and challenging any areas that are included under the terms of the contract.
- Ensure value for money for the Council for all assigned and supported projects

Additional Requirements

- N/A

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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Essential knowledge, skills and abilities

1. Demonstrable experience and detailed knowledge of construction contract law and associated regulations, including Planning, Building Control (Building Regs), and CDM Regulations.
2. Understanding of Council policies including Contract Procurement and Procedure rules.
3. Strong track record in Clerk of Works experience with demonstrable competence in Contractor / Designer liaison within construction in accordance the JCT and NEC forms of contract.
4. Excellent knowledge and understanding of construction methods, processes and types.
5. Experienced and analytical in identifying building defects and their rectification.
6. Competent in reading and understanding technical construction drawings and specifications.
7. IT literate with excellent proficiency with MS Excel and MS Word. Flexible and able to adopt the use of new software as and when required.
8. Excellent communication capabilities with the ability to communicate effectively both verbally by explaining contractual obligations to lay people and in writing by producing concise, factual and clear reports.
9. Clear thinking person demonstrating attention to detail, well organised and can operate with minimal supervision.
10. Broad experience in working with local Authorities.
11. Knowledge and application of health and safety, equality and diversity policies.

Essential qualification(s) and experience

1. Degree qualified or equivalent through career demonstrable experience.
2. MICWCI status of the Institute of Clerk Of Works and Construction Inspectorate or equivalent.
3. Substantial Qualified experience post achieving MICWCI status.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards