

JOB DESCRIPTION

JOB TITLE: CLERK OF WORKS

DEPARTMENT: DEVELOPMENT

PURPOSE OF JOB

As part of a multi-skilled team, the post holder's primary responsibility will be to inspect the construction of Link's housing development projects and contribute to the provision of a high quality service to customers [internal and external].

The post holder will also be expected to undertake specific clerking on planned and cyclical maintenance projects should workload permit.

MAIN AREAS OF RESPONSIBILITY / TASKS

- Review architect's drawings and specifications to assess technical content and compliance with Link's Design Guide and Technical Brief.
- Inspect properties at all key stages of construction
- Make regular site visits to projects under construction as appropriate, with regular weekly site inspections in addition as required
- Monitor and report on all aspects of Health & Safety on site in line with current legislation
- Provide weekly reports to the Development Officer, Lead Consultant, Employers Agent and Senior Clerk of Works recording progress of labour on site, materials on site, weather conditions, welfare facilities and any Health & Safety incidents on site for each project under construction.
- Liaise regularly with the Development Officer and Senior Clerk of Works regarding progress of work on site and any issues impacting on costs, quality or programme.
- Monitor the quality of materials and workmanship to ensure compliance with specifications, drawings and conditions of contract
- Provide instruction to contractors as approved by the architect or employer's agent
- Attend and contribute to site meetings and other contract meetings as required for each site project under construction
- Make photographic records of works for inclusion in specific Clerk of Works reports
- Handovers – provide reports to the Development Officer and Senior Clerk of Works with detailed snagging lists and progress with back checking snagging and the impact on proposed handover dates.
- Liaise with the Development Officer and Development Administrator to arrange end of year defects inspections and report the findings to the Development Officer
- Provide feedback and input to Link's Design Guide and Technical Brief.

Other Duties - Clerk of Works Planned & Cyclical Maintenance

If workloads permit, the Clerk of Works may be asked to undertake clerking duties on planned maintenance contracts, working with the Technical Services Team which will include:

- Assist in the delivery of quality assured projects in a customer focused manner, within timescale and budget
- Ensure works specifications, contract conditions and health & safety requirements as set out in the project particulars are adhered to
- Contribute to the review and development of Quality Assurance procedures and technical standards in line with statutory and customer requirements
- Prepare and monitor individual project progress reports, monitoring performance and quality issues and taking corrective action in conjunction with the Contract Administrator
- Input to the budget process by identifying priorities for the upcoming programme
- Provide technical expertise and make recommendations for corrective action
- Liaise with other sections/departments and external bodies ensuring the co-ordination of activities and effective service delivery to customers
- Carry out stock condition, dilapidation and ad-hoc surveys as required

GENERAL

- To comply with the Health and Safety Policy, reporting any matters of concern to the Health and Safety Officer, Representatives or line manager
- Ensure compliance with all relevant legislation and organisation procedures
- To actively promote the Equality, Diversity & Inclusion Policy and practice in all aspects of the job role as it relates to colleagues, tenants, service users, contractors, consultants and external agencies
- To carry out other duties, within the scope of the job, and to meet the needs of the business
- Undertake training, as necessary to maintain high standards in the quality of work provided

RELATIONSHIPS

- Customers [internal and external]
- Development and Asset Management Team
- Link Housing and Commercial Services Staff
- Consultants, contractors and advisors
- Tenants [individually and groups]
- Local communities and groups
- Owners

ACCOUNTABILITY

The Clerk of Works will report to the Senior Clerk of Works

PERSON SPECIFICATION

EDUCATION & QUALIFICATIONS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Higher standard of Education including relevant qualification	✓		CV/Interview
Member of the Institute of Clerk of works or Chartered Institute of Building		✓	CV/Interview
HNC in Building / Technical / Construction related subject or equivalent	✓		CV/Interview
KNOWLEDGE / EXPERIENCE AND SKILLS			
Understanding of construction legislative framework surrounding the role	✓		CV / Interview
Previous experience in a Clerk of Works or similar role	✓		CV / Interview
Good working knowledge of building technology and contemporary regulations	✓		CV / Interview
Excellent verbal and written communication skills	✓		CV / Interview
Knowledge of all health and safety procedures relating to new build housing development projects	✓		CV / Interview
Knowledge of and commitment to good customer care and customer focused service delivery	✓		CV / Interview
Experience of working in a Housing Association environment		✓	CV / Interview
Ability to understand and apply policy and procedures in day to day working practice	✓		CV / Interview
Ability to organise and prioritise work to meet deadlines and targets	✓		Interview
Ability to work with minimum supervision and make informed and effective decisions	✓		Interview

Good keyboard skills and the ability to use a variety of IT systems to record and process data accurately and efficiently	✓		CV / Interview
GENERAL / OTHER			
Full driving licence and access to a vehicle for work purposes	✓		CV
Flexible, practical and reliable approach with ability to work out with normal office hours if required	✓		CV / Interview

COMPETENCY MANAGEMENT FRAMEWORK	(ALL ESSENTIAL) ASSESSED AT INTERVIEW
<p>COMMUNICATION</p> <p>Communicates ideas and information effectively, both verbally and in writing, ensuring messages are clear and understandable. Shares information openly and encourages a two way dialogue. Use appropriate language and style that is both relevant to the situation and to the people being addressed.</p>	
<p>CUSTOMER CENTRED APPROACH</p> <p>Puts the person at the heart of the service and is able to understand both internal and external customers and service users' needs. Recognises that customers and service users are unique. Takes personal responsibility for securing the satisfaction and well being of customers and service users. Shows perseverance and innovation in resolving problems. Encourages and maintains open, positive relationships with a wide range of people. Listens and communicates assertively to ensure mutual understanding.</p>	
<p>INNOVATION</p> <p>Constantly strives to evaluate, question and improve how things are done. Views improvement as a continuous process. Creatively explores and applies innovative approaches to improve the quality and delivery of services.</p>	
<p>WORKING TOGETHER</p> <p>Willingness to participate and contribute effectively to the team effort. Will put own interests aside when appropriate to meet the needs of the team.</p>	
<p>LEADERSHIP</p> <p>The ability to lead, inspire and encourage others to meet business objectives whilst providing a clear vision and sense of purpose in all activities. Actively participates and contribute towards Project Teams, Committees and other working groups. Is supportive of colleagues, including secondees, work placements and new employees.</p>	
<p>PERSONAL EFFECTIVENESS</p> <p>Takes personal responsibility for making things happen and achieving results. Presents ideas clearly and persuasively. Willing to take responsibility in challenging circumstances or when things go wrong. The ability to recognise and control own emotions and to respond to situations objectively, even when under pressure. The self-confidence and flexibility to adapt own response to suit the needs of the situation or to respond flexibly depending on the other persons approach.</p>	
<p>PROBLEM SOLVING AND REASONING</p> <p>The ability to identify and resolve problems by gathering and analysing information from a range of sources, and make informed and effective decisions. Draws appropriate conclusions and considers the consequences of these decisions.</p>	
<p>INFORMATION SYSTEMS</p> <p>A functional understanding of Link's core information communication technology – including Microsoft Office, Google Mail, File Stream and department I.T systems. Ability to access and use personal computer software for effective communication and the management of information. Has a basic knowledge of PCs, including keyboard skills and will take active steps to update personal computer literacy skills and to support others when required.</p>	

SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT

This is a summary of the general terms and conditions of employment of Link Group employees. Those quoted apply to full-time posts and part-time staff will be eligible to receive the same employment terms on a pro-rated basis. Employees on fixed term contracts are also eligible, subject to the restriction of their contract. An individual contract may determine additional terms particular to that appointment and employees should also refer to their own contract of employment.

Hours	35 hours per week, normally worked Monday to Friday, however, depending on the job a degree of flexibility may be required to meet the needs of the business.
Salary	Salary will be dependent on skills and experience. Salaries are paid on the last Friday of each month.
Annual Leave	Annual leave is equal to 35 days per year (including 10 public holidays), rising to 40 days after 5 years' service.
Pension	<p>Link is required by law to automatically enrol eligible employees to its pension scheme. As of 1st April 2018, the auto-enrolment rates will be:</p> <ul style="list-style-type: none"> •Link: 4% of basic salary •Employee:2% of basic salary <p>Employees can opt to increase their contributions:</p> <ul style="list-style-type: none"> •Link: 9% [max] •Employee: 7%
Travel	Authorised out of pocket travel expenses are reimbursed. Business car miles rate is currently 45p per mile. Authorised passenger rate is currently 5p per mile.
Flexible Working	The Group and its subsidiary companies offer a flexible working arrangement [flex time].
Probationary Period	All new employees are required to complete at least a 3 month probationary period.

Support and Supervision	<p>All staff will participate in our Performance Management System, which includes at least two formal Review Meetings with your line manager.</p>
Smoking	<p>All Link group offices operate a NO SMOKING POLICY. Dependant on your role, you may have to work with people who use our services where there could be an exposure to passive smoking.</p>
Health & Safety	<p>Link promotes a healthy working environment and achieves this aim by supporting an active, staff-led Health and Safety Committee.</p>
Health Care Cash Plan	<p>A non-contributory Healthcare Cash plan scheme for employees and children under 18 years old. [Option to include partners]</p>



Link Group Limited is a registered society under the Co-operative and Community Benefit Societies Act 2014, Registered Number: 1481 R(S), Registered Office: Link House, 2c New Mart Road, Edinburgh, EH14 1RL. It is a Charity registered in Scotland, Charity Number: SC001026 and a Registered Social Landlord with the Scottish Housing Regulator, Registration Number: HAL 148. © Link Group 2016.