

## Role profile

<b>Job Title:</b>	Clerk of Works	<b>Grade:</b>	11
<b>Department:</b>	Housing Asset Management	<b>Post no.:</b>	TBC
<b>Directorate:</b>	Housing & Environment	<b>Location:</b>	Perceval House

<b>Role reports to:</b>	Capital Senior Project Manager
<b>Direct reports:</b>	N/a
<b>Indirect reports:</b>	

## Job description

### Purpose of role

- The Clerk of Works is responsible for overseeing the quality and safety of building maintenance and major capital refurbishment & compliance projects within the Housing Assets and Investments team, conducting inspections, checks, and supervisory duties to ensure all work meets the required standards.
- To monitor and report on building construction works in progress and upon completion to ensure compliance with design specifications, Building Regulations, Planning, and other statutory regulations, in collaboration with delivery teams.
- To effectively manage the contractors on site and in discussion with the Project Manager, they can provide verbal and written instructions to the contractor. Sometimes this will involve having to take decisions without having recourse to the Project Manager. This role is vital as it can have an important financial impact on the contract such as construction of the final account and service charge and S20 billing process.
- To collaborate with all stakeholders and support a professional multi-disciplinary team delivering a multimillion-pound programme to ensure fully compliant construction projects.
- Undertake responsibility as directed for the preparation of design/quotation/tender documentation on some projects and administer through to final account stage where required.
- To provide consultation and direction to contractors and external consultants to ensure project requirements are met.
- To maintain accurate records and prioritise the rectification of building defects identified during refurbishment construction projects.
- To actively participate as a team player within the Asset Management team, collaborating and supporting colleagues across the team and the wider council.

## **Key accountabilities**

- To ensure construction works meet all current statutory legislation, including compliance with Health & Safety policies.
- To conduct regular site-based inspections and maintain accurate records of construction project status from start to end of defects.
- To review project specifications and drawings for compliance, inspect and monitor construction works, and identify any areas of non-compliance.
- To document and track identified non-compliances from identification through rectification to achieve a compliant resolution.
- To liaise between contractors and the design team to provide accurate clarification responses to technical contractor enquiries.
- To ensure sensitive contractual, specification, drawing, and tender data is properly managed regarding confidentiality and security, including adherence to General Data Protection Regulation (GDPR) and other relevant legislation.
- To provide end-of-stage reports for assigned projects to the responsible project manager.
- To utilise, support, and embed best practice tools and processes, including the use of technology to support delivery.
- To undertake other clerk of works assignments through the Royal Institute of British Architects (RIBA) work stages, understanding specifications and drawings, design, monitoring construction through to practical completion, handover, and end of defects.
- To review and sign off technical drawings and technical specifications and understanding and adherence to construction contracts.
- To meet with external bodies and regulatory bodies in as far as the scope of any project determines. This will include councillors, ward representatives, tenant representatives planning officers, government departments, consortia, specialist consultants, contractors, partners etc.
- To be responsible for resolving customer complaints/claims quickly and to a satisfactory outcome.
- To be responsible for contract administration in all aspects of contractor selection, contract management, valuation and payment of due accounts, dealing with problems as they arise through the correct contract procedures.
- To manage and liaise with external consultants and internal officers and other partners elected to the design team, managing and reporting on their performance throughout the project.
- To undertake meetings and correspondence with adjacent property owners, tenants, other building users etc. regarding site boundaries and other associated matters appointing party wall surveyors as necessary
- To keep up to date with and work according to UK, central government, and council procurement rules and guidelines.
- To be responsible for clerk of works duties in compliance with and providing support and guidance on current Building Safety Act, Construction (Design & Management) Regulations, Building Regulations, Planning requirements, all

applicable statutory regulations, and Building Bulletin (BB) guidance documentation.

- To maintain the Asset Management Golden Thread by uploading project information and certifications on the Ealing ICT systems.
- To capture and share knowledge to drive the development of service improvement and innovation.
- As assigned, maintain continuity and provide cover to other Clerk of Works during periods of sickness, leave and other absence with responsibility for day-to-day administration of projects and hand back to lead officer or manager on completion.

### **Key performance indicators**

The key performance indicators for this role include delivery of statutory, local performance indicators and service level agreements such as:

- Managing the budgets of and delivering the Decent Homes improvement and other major repairs/improvement programmes
- On occasions delivering minor works alongside major works projects
- Delivery of statutory and local performance indicators set in the Housing Asset Management Strategy and departmental operational plans.
- Coordination and attendance documentation of site meetings and observation of key stages of construction.
- Timely, accurate, and concise clerk of works reports for all assigned construction projects.
- Deliver clear and informative monthly (or as required) project progress reports to ensure the council has a comprehensive understanding of the project's status at all times.
- Coordinate effectively with the Housing Asset Management team members to ensure projects are completed on schedule, meet the required quality and compliance standards, and stay within the agreed budgets with all project sponsors.
- The postholder will also be required to provide instruction and direction to project support staff and colleagues from other teams. The role has a key impact not only on the physical and financial wellbeing of the contract but also our key indicator of resident satisfaction.
- Alert Project Managers to problems or any drop in the standard of workmanship so that remedial action can be taken quickly. Maintain liaison, communications and good working relationships with the contractor's site staff, all trades, and sub-contractors, as necessary. Consult/liaise as necessary with consultants, clients, tenants, building managers etc., during the course of the works.

- To assist Project Managers with the pursuit or defence of any contractual claim in respect of the Division's workload, assembling, assessing and giving professional advice/evidence in respect of the dispute as may be required.
- Maintaining an up-to-date information system on stock condition
- As may be required from time to time, the Clerk of Works shall conduct inspections of existing installations predicting schedules of condition/works required.
- Knowledge of current housing issues at national, regional and local level particularly those relating to housing investment

### **Key relationships (internal and external)**

- Project delivery teams in Housing Asset Management
- Housing & Environment directorate team including Building Safety and Compliance teams, Repairs teams
- Wider council teams including Planning, Building Safety, Compliance and Building Control
- Contractors, subcontractors, external consultants
- Local residents and tenants

### **Authority level**

- Authority to inspect and approve quality of materials and workmanship on sites.
- Authority to instruct and approve additional works on site.
- Authority to define the quality criterion/standard that we will measure contractors against.
- Compliance with relevant building codes, regulations and project specifications
- Provision of reports on project progress
- Coordination with contractors, subcontractors and stakeholders
- Authority to halt work if it does not meet required standards or poses safety risks.

### **Additional Requirements**

- Availability to attend out of hours emergencies as and when required.
- High level communication and negotiations skills
- Analytical and numeracy skills
- Excellent report writing and presentations skills.
- Any other duties appropriate to the post and grade

## Person specification

Community and partnership working are essential for all roles.

A commitment to Equality, Diversity and Inclusion (EDI) and ensuring Health and Safety at Work for everyone working at Ealing Council is essential for all roles.

**Candidates please address the criteria marked with (\*\*) only in your application. Please give examples**

### Essential knowledge, skills, abilities and experience

1. \*\*Demonstrable experience and detailed knowledge of construction contract law and associated regulations, including Planning, Building Control (Building Regs), and CDM Regulations.
2. \*\*Strong track record in Clerk of Works experience with demonstrable competence in Contractor/Designer liaison within construction in accordance with the JCT and NEC forms of contract.
3. \*\*Excellent knowledge and understanding of construction methods, processes, and types.
4. \*\*Experienced and analytical in identifying building defects and their rectification.
5. \*\*Competent in reading and understanding technical construction drawings and specifications.
6. Understanding of public sector policies including Contract Procurement and Procedure rules.
7. \*\*Knowledge and application of health and safety, equality, diversity and inclusion policies.
8. Communicates effectively, explaining contractual obligations clearly, and committed to high-quality customer service and excellent outcomes for residents.
9. \*\*IT literate with excellent proficiency in MS Excel and MS Word. Flexible and able to adopt the use of new software as and when required.
10. Clear thinking person demonstrating attention to detail, well-organised, and can operate with minimal supervision.
11. Commercially aware with a focus on continuous improvement.
12. Collaborative team player with a positive attitude who works effectively.
13. \*\*Knowledge of Mechanical and Electrical and Decarbonisation works and processes desirable.

**Essential qualification(s) and professional memberships**

14. \*\*Qualification in a building trade
15. \*\*Preferably a member of the Institute of Clerk of Works and Construction Inspectorate or an equivalent professional body
16. Health and Safety qualifications, such as NEBOSH or IOSH

## Values and behaviours

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