**Job Description**

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| **Job title:** | Clerk of Works  |
| **Department/School:** | Campus Infrastructure  |
| **Grade:** | Grade 7 |
| **Location:** | University of Bath premises |

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| **Job purpose** |
| To monitor, record and report the progress of trade staff and contractors working on site as part of the University’s project and Engineering team. To assist in the monitoring of and report upon, the compliance of contractors working on site in relation to Health and Safety legislation and technical competence. |

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| **Source and nature of management provided**  |
| Deputy Director – Projects |

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| **Staff management responsibility** |
| No direct line management responsibility  |

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| **Special conditions**  |
| Maintaining the health and safety of self and others is the priority of this role and adhering to Health and Safety legislation and the University’s Health and Safety Policy.Standard hours are 36.5 hours per week. Occasionally it may be necessary to work additional hours to fulfil the duties and responsibilities. The postholder may be requested to work flexibly at any time between 7am and 7pm. The postholder will have to work at height and areas with restricted access. Work may be indoors or outdoors at all times of year, across the estate. The postholder shall be required to drive University vehicles as part of normal duties.The postholder shall participate in training and development activities as required and may be asked to assist in the development and delivery of training. |

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| **Main duties and responsibilities**  |
| 1 | Quality Control inspections to ensure high workmanship and quality is achieved. |
| 2 | Work with the contractors and their team to establish standards to which the works must be executed and report to the contractors and Engineering staff upon the quality and execution of the works. |
| 3 | Attend site progress meetings and provide a short written and verbal report under a list of headings to be agreed with the Project Manager/Contract Administrator. |
| 4 | Be familiar with site drawings and carry out regular site visits |
| 5 | Track, monitor and log snags / observations using the Contractor’s online reporting system of choice and ensure that they are satisfactorily resolved and closed out.  |
| 6 | Tracking, monitoring and closing out of snags / observations.  |
| 7 | Maintain a daily diary of the progress of the works, contractors’ site resources, site visitors, weather conditions, delays, and record any other matter relevant to site operations. |
| 8 | Obtain a thorough understanding of the contract through a detailed review of the drawings, specifications, bills of quantities, and other related documents. |
| 9 | Issue remedial work notices immediately to the trade and services contractors should materials or workmanship fall below the required standard and bring such matters to the attention of the Contract Administrator/Project Manager. |
| 10 | Liaise as necessary with statutory authorities in respect of inspections and approvals of work. |
| 11 | Report immediately to the main contractor’s Project Manager any acts or occurrences that are considered unsafe and bring such matters to the attention of the Contract Administrator/Project Manager. |
| From time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. To always act in the best interests of the University and to follow all University policies and procedures and take account of University guidance. |

**Person Specification**

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| **Qualifications**  | **Essential** | **Desirable** |
| An NVQ Level 3/HNC/Apprenticeship or equivalent in a construction-related subject | X |  |
| Valid CSCS card and relevant qualification / professional membership (such as ICWCI) | X |  |
| Membership of the Institute of Clerks of Works and Construction Inspectorate and/ or MCIOB |  | X |
| Formal health and safety qualification |  | X |

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|  **Aptitudes** | **Essential** | **Desirable** |
| Significant experience of space management at a senior and strategic level in a complex organisation | X |  |
| Successful record of high-level stakeholder influence, particularly with internal senior colleagues, professional and specialist groups  | X |  |
| Negotiation and influencing skills together to work effectively with contractors and stakeholders | X |  |
| Excellent written and verbal communication skills with an ability to write clear and concise reports and give clarity orally to specialists and non-specialists at varying degrees of seniority | X |  |
| Creative in developing solutions, identifying and deploying resources and melding them together to deliver the desired outcome | X |  |
| Proven ability to be self-motivated and autonomous but also to work as part of a team to deliver successful results | X |  |
| Good interpersonal skills | X |  |
| Anticipation and foresight to flag potential issues in advance | X |  |
| Proficiency with the Microsoft office package (notably Word and Excel) | X |  |
| Familiarity with AutoCAD reading & plotting |  | X |
| Experience of working within the higher education sector |  | X |

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| **Knowledge and Experience** | **Essential** | **Desirable** |
| Extensive and varied experience in similar role(s) | X |  |
| Significant experience in managing the quality of large- scale capital expenditure building projects | X |  |
| Knowledge of all aspects of the construction industry including contractual matters and legislation, together with appropriate dispute resolution methods. | X |  |
| A working knowledge of proprietary and standardised materials both specified and installed. | X |  |

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| **Effective Behaviours Framework**The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.  |
| **Managing self and personal skills**Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**Providing the best quality service to all students and staff and to external customers e.g., clients, suppliers. Building genuine and open long-term relationships to drive up service standards. |
| **Finding innovative solutions**Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change**Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources**Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture**Seeing the work that you do in the context of the bigger picture e.g., in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others**Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people**Working co-operatively with others to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.  |
| **Achieving results**Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |