

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior NEC 4 /Clerk of Works Supervisor	JEID	R0110
Salary Grade:	O		
Team:	CDM Risk and Compliance		
Service Area:	Strategic Asset Management		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Commissioning Manager CDM, Risk & Compliance		
Responsible for:	Clerk of Works Team		

Role Purpose

As Senior NEC 4 Supervisor, you will strengthen and support an established team in generating a high standard of service delivery, specifically undertaking the role of NEC 4 supervisor on construction sites acting as the main interface between the project managers and the contractor on site.

The section has a very demanding capital programme, which must be delivered to strict time scales and budget constraints. The post holder will be an enthusiastic, dynamic person with a positive attitude and proven NEC4/clerk of works Supervisor experience to join the commissioning team.

The post holder will be responsible for the NEC 4/Clerk of Works Supervisor role across multiple projects within the capital programme, which has multiple varied schemes. Dealing with scheme viability, access and planning issues and overall project monitoring through regular site visits and inspections to confirm work is carried out in accordance with the works information.

The post holder will also be required to work closely with other members of Delivery and Commissioning teams as well as having excellent interpersonal skills to manage the interface. between professional disciplines and a wide range of clients and elected members

Role Responsibilities

To be responsible to the Commissioning Manager CDM, Risk & Compliance for all matters relating to professional standards and technical matters within the clerk of works team, both in-house staff and agency.

Work within a multi-disciplinary team of professionals and manage the workload allocation for the Clerk of Works team, to ensure that workload is shared equally.

Lead on the co-ordination / liaison between the Clerk of Works team and the Investment Services and Engineering staff, ensuring good working relationships are maintained together with other disciplines within the department and outside consultants / contractors.

Ensure that the Clerk of Works team provides a customer orientated service to Clients and End Users. Provide effective leadership, guidance, and support to the Clerk of Works team, ensuring they understand the Authority's aims, objectives and values and their contribution to its achievements.

The post holder is responsible for the appointment of in-house and agency Clerk of Works to support the delivery of projects, through the various stages, ensuring that management of all compliance and quality related issues.

Developing a full understanding of the works information (project scope), accessing the project common data environment to obtain construction details and other information necessary to perform the role.

Monitoring site activity through regular site visits and inspections to confirm work is carried out in accordance with the works information.

Maintaining accurate records of daily site activities, conditions, and resources.

Completing a detailed weekly site report, coordinating input from other team members as required. Obtaining, reviewing, and monitoring compliance with quality procedures including inspection and test plans, as-built records, and test results.

Identifying, recording, and notifying defects.

Management of the samples and benchmarks process, including review and approval of samples and benchmarks, maintaining an accurate log of sample and benchmark status, coordinating input from technical advisors and stakeholders.

Witnessing of testing and commissioning activity.

Coordination of technical advisor input into site inspections, sample and benchmark reviews and defect resolution

Reporting on any health and safety concerns noted on site, general site conditions and ensuring any matters are dealt with by the site management team.

Provide Clerk of Works with technical updates and hold regular technical review meetings to maintain a high standard of technical competence within the group.

Responsible for leading the clerk of works team when the team scrutinise RIBA stage 3&4 design drawings provided by external consultants and make comments and provide advice in line with current statute and council design requirements.

The applicant will support the commissioning manager on clerk of works provision that is required for the number of projects that are on site per Calander year. This will also include assisting the commissioning manager in capturing the agreed fees e.g. up to £1,000,000. The applicant will have delegated authority to sign off any orders and approve overtime, expenses including mileage.

In the absence of the Lead Commissioner orders can be placed for emergency reactive works such as Building, mechanical or electrical emergencies up to £100k per annum. For example, by engaging a contractor to resolve an emergency issue. Temporary plant due to a breakdown, asbestos analytical works, and removals as part of a project if asbestos is accidentally disturbed.

Observe the quality and progress of the construction to determine in general that it is proceeding in accordance with the Contract Documents. Notify the Owner, Architect/Engineer and School Building Authority project representative immediately if, in the Clerk-of-the-Works opinion, work does not conform with the Contract Documents or requires special investigation by the Owner, Architect/Engineer or Contractor

Regular visits to various sites or acting as a resident supervisor on one site for the project duration, to inspect and provide written reports to the project team.

Reviewing drawings, specifications and ensuring that the project is being built to the contract requirements and to the correct quality standards, raising/querying any discrepancies verbally and in writing.

Witnessing all relevant commissioning and providing Test & Inspection Reports for each system.

Obtaining and reviewing test certificates and other documentation required under the contract.

Monitoring progress against the contract programme.

Identifying and highlighting defects and following them up until they are rectified, and maintaining defects register and updating this monthly to be included within the client's project report.

Assist with the development and maintenance of associated compliance procedures / systems including the upkeep of records, site inspection reports. including the selection, appointment, direction of specialist external and in-house resources, as necessary.

Reviewing drawings, specifications and ensuring that the project is being built to the contract requirements and to the correct quality standards, raising/querying any discrepancies verbally and in writing

Participate in staff development, appraisal and training as appropriate, including continuous professional development.

Comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, and other relevant Council and Government Regulations, Directives and County wide priorities.

Undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

Completion of Corporate mandatory training sessions.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

NVQ level 5 in construction or equivalent	A,D
5 years local government experience in a management position	A,D
Have NEC4 /clerk of works Supervisor experience within a large diverse public or private sector organisation, which preferably includes activities/ significant risk areas as per the WCC Group the post holder will be advising.	A,I,D
Substantial knowledge of relevant legislation and its application within a multi-disciplinary environment	A,I,D
A proven track record of providing professional, technical, and practical compliance advice to all levels of an organisation.	A,I
Experience as a NEC4 /clerk of works supervisor working at operational level to provide compliance advice to staff at all levels and evidence a track record of achievements.	A,I
Ability to identify, develop and deliver technical information, instruction appropriate to the target audience.	A,I
The ability to independently interpret and analyse complex information or situations and to produce solutions over the short, medium, and long term.	A,I
The ability to communicate complicated and contentious information with varied audiences in person and/or in writing in the form of professional reports and business cases.	A,I
The ability to work under elevated levels of pressure including where necessary meeting unpredictable deadlines.	A,I
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A,I
Able to effectively support and manage Compliance colleagues in a variety of situations.	A,I
Collect and interpret technical data, undertake analysis and evaluation and present information/results in an easily understandable format.	A,I
Convey information both verbally and in writing.	A,I
Effectively plan and organise own workload to meet targets, deadlines and actions, prioritising to satisfy competing demands and urgent issues.	A,I
Travel throughout the County. Must hold a full and valid driving licence.	A,I
Excellent communication skills that demonstrate the ability to work with managers and employees at all levels of the organisation	A,I
Good ICT skills with experience of MS Office	A,I

To be self-motivated, able to work under pressure with minimum supervision	A,I
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Desirable Criteria

	Assessed By:
Level 6 NVQ Diploma in Senior Site Inspection	A,I,D
Minimum of 5 years site supervision in individual Construction discipline.	A,I,D
To be a member of the MICWCI (Member of the institute of clerk of works construction inspectorate)	A,D
Advanced knowledge in the practical delivery of the NEC4 Supervisor role on a wide range of construction projects ranging from £5,000 to £60,000,000.	A, D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged standing

<input type="checkbox"/> Night work	<input checked="" type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input checked="" type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	