

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:	NEC Supervisor/Senior Clerk of Works Mechanical	JEID	R0196
Salary Grade:	L		
Team:	CDM Risk and Compliance		
Service Area:	Strategic Asset Management		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner CDM & Compliance		
Responsible for:	N/A		

Role Purpose

As NEC Supervisor, you will strengthen and support an established team in generating a high standard of service delivery, specifically undertaking the role of NEC 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 Supervisor/clerk of works experience to join the commissioning team. They will be responsible for the NEC Supervisor role across a large number of projects within the capital programme, which has several varied schemes. Dealing with scheme viability, health, and safety, access and planning issues and overall project safety management to ensure the delivery of successful schemes. They will understand the whole construction health and safety process, as well as the recent/proposed changes in legislation.

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 work in collaboration with the Chartered CDM Advisor, Clerk of Works and other Compliance Officers to ensure best utilisation of skills and balance of workload as appropriate to the needs of the County Council.

Provide specialist building/engineering compliance advice to colleagues, schools and other Services in response to specific requests for assistance in order to ensure compliance with land and property statutory compliance.

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.

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.

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

contribute to the overall improvement and development of the Compliance section to develop and enhance service relationships with its client base.

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.

To attend the and any other relevant health and safety committees/ meetings.

To attend any external health, safety and wellbeing meetings as relevant for the Group's activities.

Participate in the wider development of the service and contribute to service improvement as required.

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:

HND In Engineering or Equivalent	A,D
To be a member of the MICWCI (Member of the institute of clerk of works construction inspectorate) as a minimum	A,D
Have Supervisor/clerk of works 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 supervisor/clerk of works 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 high 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,	A,I

prioritising to satisfy competing demands and urgent issues.	
Travel throughout the County. Must hold a 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 word, Excel and PowerPoint	A,I
To be self-motivated, able to work under pressure with minimum supervision	A,I
City & Guilds 2394 & 2395 or equivalent (ie 2391-10)	A,D

Essential Criteria

Assessed By:

Level 6 NVQ Diploma in Senior Site Inspection	A,I,D
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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.

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

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