

Job description

Post title: Clerk of Works

Service area: Housing

Grade: P03

Reports to: Capital Works Quality Manager

Your team: Capital Programme Delivery

Number of supervisees: None

Our ambition

We are determined to make Islington fairer. To create a place where everyone, whatever their background, can reach their potential and enjoy a decent quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused, and supported to give their very best.

We want to build an organisation where employees feel valued, inspired, and empowered to help us achieve our goals and provide the best services possible to our residents.

Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. To do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism, and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

Flexible/Office-Based/Site Based as required

Introduction

Reporting to Capital Works Quality Manager, you will be responsible for providing a Clerk of Works service in connection with Islington Council's programme of capital and cyclical works.

Primary Job Function

Reporting to Capital Works Quality Manager, you will be responsible for providing a Clerk of Works service in connection with Islington Council's programme of capital and cyclical works. The works will be undertaken by a contractor appointed under a bespoke NHF contract.

The scale and range of work being undertaken will vary according to the available financial resources. The work will be delivered based on a rolling 7-year cyclical programme and will include external decoration and repair, to main fabric of the buildings, window, and roof renewals; security works, environmental works, decorations to internal communal areas, replacement of kitchens and bathrooms including domestic mechanical and electrical works.

The Clerk of Works shall be committed to supporting Islington Council's objectives and mission statement, business plans and service delivery plans and be an effective ambassador for Islington Council when dealing with residents, contractors, and external agencies.

Key responsibilities

1. Provide a Clerk of Works service across the full range of work undertaken by Islington Council and occasionally deputise for the Capital Works Quality Manager.
2. Agree joint quality control procedures with the constructor/contractor in accordance with Islington's requirements and audit such procedures and records to ensure that quality control inspections are effective and efficient.
3. Maintain a critical but constructive relationship with the contractor's supervisory staff.
4. Examine specifications and drawings and ensure that any aspects which are not satisfactory are rectified

5. Carry out site visits at least weekly, to all sites to
 - ensure that materials, construction standards and site practices meet Islington Council's requirements
 - prepare a Health and Safety report
6. Record the outcome of these visits and report to the Project Manager
7. Inspect finished work, prepare schedules of, and supervise, remedial works and provide certification of standards of work. Schedule snagging items and defects at practical completion and at the end of the defects liability period.
8. Prepare specifications and issue direct orders to the contractor for various minor works and defects, subject to approval of financial implications by the Project Manager
9. Check invoices against prepared schedules under the general direction of the Project Manager.
10. Liaise with visiting inspectors (e.g. Building Control Officer, Drainage Inspector, etc).
11. Commission and supervise tests on materials, executed work and equipment.
12. Gather resident feedback, in accordance with Islington Council's procedures, on quality of work, quality of service and any outstanding issues at the time of survey/practical completion/making good of defects.
13. Carry out duties to meet Health and Safety regulations, including CDM regulations on site and to monitor and instruct contractors/constructors on Health and Safety and Employment Practices
14. Provide directly, or through the Project Manager/Client Representative, technical advice, and supervision where a Building Control Officer is not directly involved on site.
15. Provide appropriate level of supervision of trades including standards of workmanship, taking account of new products, technical requirements and changing contracting and sub-contracting practices.
16. Assist and contribute to the implementation of a practice account. Monitor fees, take corrective measures as necessary and ensure that work is completed within time and fee allocations.
17. Index and file all drawings and correspondence.

18. Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.
19. Ensure excellent channels of communication exist with tenants/leaseholders, contractors/constructors, and consultation officers to ensure issues are dealt with effectively and efficiently.
20. Attend Tenant Resident Association meetings, contract meetings etc. as necessary.
21. At all times carrying out duties and responsibilities within the framework of the Council's Dignity for all Policy (Equal Opportunities Policy).
22. Carry out duties and responsibilities in accordance with the Council's Health and Safety policy and relevant Health and Safety legislation.
23. Undertake continuing professional development.
24. Such other minor and/or non-recurring duties, appropriate to the post as may be directed.
25. Recruitment to this post is subject to satisfactory disclosure through the Criminal Records Bureau.

Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

Essential criteria

Qualifications

Essential criteria	Criteria description	Assessed by
1	Full membership of the Institute of Clerks of Works and Construction Inspectorate and/ or MCIQB	Application
2	Construction related HND or Degree	Application
3	Ideally hold a formal H & S qualification	Application

Experience

Essential criteria	Criteria description	Assessed by
4	Experience in managing the quality of large-scale capital expenditure projects on residential buildings.	Application/Interview

Skills

Essential criteria	Criteria description	Assessed by
5	Demonstrable experience and knowledge of building construction and design, maintenance, repair, and refurbishment in relation to public sector housing and / or other public buildings from inception to completion.	Application/Interview/Test
6	Ability to effectively manage and lead on several projects at any one time.	Application/Interview
7	Ability to effectively communicate both verbally and in writing with other colleagues, technical and non-technical working parties, external clients and agencies, Councillors and	Application/Interview/Test

Essential criteria	Criteria description	Assessed by
	committees, tenants, leaseholders, contractors, and consultants.	
8	Thorough knowledge of building legislation, building construction and the Building Regulations.	Application/Interview/Test
9	Ability to draft technical reports.	Application/Interview/Test
10	Ability to adhere to the Council's Equal Opportunities and other relevant policies to ensure that services are developed and delivered within this framework and according to the Council's standards.	

Special requirements of the post

(Insert any special requirements of the post. Delete if this does not apply.)

Essential criteria	Criteria description	Assessed by
11	This role will require you to obtain an Enhanced/Standard satisfactory clearance from the Disclosure and Barring Service	
12	This post requires a clean driving licence	Application
13	This post needs to meet the requirement of the Baseline Personal Security Standard	
14	This post is subject to the council's policy on pecuniary and personal interest	
15	This post is designated as politically restricted	
16	Other special requirement(s) (Please state)	

Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

