JOB OUTLINE	
JOB TITLE: Clerk of Works	**JET CODE: 2086**
DIVISION: Infrastructure	
SERVICE/BUSINESS UNIT: Strategic Asset & Capital Plan Management	
REPORTING TO: Team Manager - Design & Programme Management	
RESPONSIBLE FOR: None	

JOB PURPOSE:

To work with other professional disciplines within the Strategic Asset & Capital Plan Management team and other teams within East Lothian Council to inspect and report on construction works in progress on site.

MAIN DUTIES:

Ensure that works are constructed in accordance with contract drawings, instructions, specifications and professional standards.

Ensure that works are constructed to high standards of quality and workmanship, and in accordance with relevant standards and codes of practice.

Ensure compliance with all relevant current legislation and standards including safety legislation

To make regular written reports to the Project Architect / Contract Administrator on the progress of works on site.

To maintain accurate written and photographic records throughout the construction and defects periods of projects, in digital format.

To attend and contribute to site progress and technical meetings

To liaise with Building Standards and witness testing when necessary

In conjunction with the Senior Clerk of Works, to programme personal workload over a number and variety of projects.

To ensure familiarity and compliance with pre and post contract administration and office quality systems.

To maintain and develop skills and capabilities relevant to the post, keeping up-to date with legislation, guidance, codes of practice and all other matters relevant to the post, including undertaking training as required.

As a member of the projects team within Strategic Asset & Capital Plan Management, to contribute to the general development of the team.

To be aware of all relevant health & safety responsibilities and duties and comply with Council policy, extending this responsibility to others who may be involved in or affected by the work undertaken.

Maintain and develop skills and capabilities relevant to the post, keeping up to date with legislation, guidance, codes of practice, technology, management competencies and all other matters relevant to the post.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Hold a recognised qualification in the building construction field, with a minimum of a City and Guilds (or equivalent) in a relevant building trade at HNC/SVQ Level 3 **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

This role requires PVG clearance for regulated work with Adults and Children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.

Scottish Social Services Council:

None

East Lothian Council

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Hold a recognised qualification in the building construction field, with a minimum of a City and Guilds (or equivalent) in a relevant building trade at HNC/SVQ Level 3 **and/or** able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. As you are required to travel to manage a workload, you must hold a current driving licence **and/or** have access to a vehicle. This role requires PVG clearance for regulated work with Adults and Children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.	Membership of the Institute of Clerks of Works and Construction Inspectorate (ICWCI) Formal Health & Safety training e.g. Construction Skills Certification Scheme (CSCS)
Previous Experience (Paid & Voluntary Work)	Substantial experience of Construction site inspection. Experience of working on a range of construction types and scales including new build and refurbishment projects.	Experience of working as part of a multidisciplinary design team Experience of working with Historic buildings Experience as a foreman/chargehand on construction projects.
Knowledge / Skills / Competencies	Knowledge of the construction industry including knowledge of materials, trades etc. Technical competence and understanding of technical drawings and specifications. Sound knowledge of Building Regulations.	Technical knowledge of mechanical and electrical systems.

	Effective verbal and written communication skills. Effective project management skills. Ability to establish appropriate working relationships with contractors A skilled user of Microsoft Office Maintain and develop skills and capabilities relevant to the post, keeping up-to date with legislation, guidance, codes of practice and all other matters relevant to the post. Maintain a formal record of Continuing Professional Development (CPD).	
Personal Qualities	Ability to investigate and resolve problems. Ability to use own initiative. Ability to work under pressure and meet deadlines. Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders. Ability to deal sensitively with individual clients, including the need to maintain confidentiality relating to sensitive or personal matters. Ability to work to a high degree of accuracy, paying close attention to detail. Ability to develop and manage a range of complex and competing projects.	Desire to contribute to the ongoing development and improvement of the Projects, Estates and Asset Management team. Experience of liaising with tenants in social housing. Experience of liaising with Schools
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be	

	We make things Happen We work Together	