Clerk of Works / NEC4 Supervisor

Council Offices, School Place, Kirkwall

At a glance:

Grade: I

Salary: As per advert

Allowances:

- Distant Islands Allowance, where applicable

Job Purpose:

Undertake Clerk of Works and NEC4 Supervisor duties for Quanterness Wind Farm project through construction inspection, quality assurance and compliance monitoring of the Balance of Plant works, ensuring construction is delivered in accordance with the Contract Scope, approved designs, specifications and quality standards.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Undertake site inspection, quality assurance and compliance monitoring of civil, structural and electrical Balance of Plant works, including turbine foundations, reinforced concrete structures, earthworks, access infrastructure, substations and cable networks, ensuring compliance with contract requirements, approved designs, specifications and construction methodologies.

Verify that materials incorporated into the works comply with project specifications, testing requirements and quality standards.

Witness and record inspections, testing and hold points associated with construction activities.

Monitor foundation excavations, formation preparation, reinforcement installation, anchor cage installation, concrete pours, curing and testing activities to ensure compliance with design requirements and quality standards.

Review contractor quality documentation including Inspection and Test Plans (ITPs), inspection records, material certifications, test results and as-built information.

Identify defects, non-conformances and quality issues and ensure that appropriate corrective actions are implemented and closed out.

Maintain comprehensive site records including inspection reports, daily diaries, photographs, quality records and project documentation suitable for audit and governance purposes.

Undertake duties associated with the NEC4 Supervisor role including inspections, testing, monitoring compliance with the Scope, notifying defects, verifying defect correction, reviewing quality records and maintaining inspection records in accordance with the NEC4 Engineering and Construction Contract.

Attend project progress meetings, quality reviews, design meetings and contractor coordination meetings.

Monitor contractor compliance with the Construction Phase Plan, CDM Regulations and approved Risk Assessments and Method Statements.

Monitor high-risk construction activities including excavations, lifting operations, concrete works, temporary works and electrical infrastructure installation.

Monitor and verify project quality hold points, witness points and acceptance criteria, ensuring that works do not progress without the appropriate inspection, testing and approvals being completed.

Monitor construction activities associated with temporary works including crane hardstandings, working platforms, excavations and foundation support arrangements to ensure compliance with approved designs and procedures.
Assist in the review and verification of testing and commissioning records associated with electrical infrastructure and grid connection works.
Comply with documented processes and maintain records in accordance with project governance and Quality Management System requirements.
Provide technical advice, recommendations and reports to the Project Manager and Senior Project Team as required.
Regularly travel between Council offices, contractor compounds and multiple active work fronts across the Quanterness Wind Farm development to undertake inspections, monitor compliance, support NEC4 Supervisor duties, verify completed works and attend project meetings.
Assist the Project Manager with the monthly measurement and recording of works for valuation and payment purposes.
Verify completed works, quantities, testing records and quality documentation to support contractor valuations, payment assessments and acceptance of completed infrastructure.
Use a range of computer software including Microsoft Office, CEMAR, project management systems and quality management platforms.
No direct budget responsibility but post has a significant indirect financial impact through identifying defects, preventing non-compliant work and protecting value for money on capital projects

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council’s emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by either Holding a qualification at SCQF 8/9 i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship in Civil Engineering, Construction Management or other relevant construction-related discipline. or Having a minimum of 5 years previous relevant experience, as detailed below.
SMSTS or equivalent construction safety qualification.
Significant experience in site supervision, construction inspection, quality assurance or Clerk of Works duties associated with major civil engineering, infrastructure or renewable energy projects.
Experience inspecting and monitoring reinforced concrete construction works including large pours and cold weather concrete working procedures.
Experience inspecting civil engineering construction works including earthworks, drainage, reinforced concrete and structural infrastructure.
Experience monitoring contractor performance and workmanship on construction sites.
Experience implementing quality assurance and quality control procedures.
Ability to demonstrate knowledge of construction quality management, inspection and testing processes.
Ability to demonstrate knowledge of CDM Regulations and construction health and safety requirements.
Ability to demonstrate knowledge of NEC3 and/or NEC4 forms of contract including experience of acting as Supervisor under NEC3/4 Engineering and Construction Contract
Strong report writing, communication and record keeping skills.
Ability to use Microsoft Office and digital project management systems.
Full current driving licence (please note the Council is committed to making reasonable adjustments so if you are unable to drive due to a disability your application will still be considered).

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure	Convictions to Declare:	Current
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	Yes	Job Eval Ref	A5686