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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Profile Title:** | Clerk of Works | bmbccolb | | | | | |
| **Reports to:** | Senior Engineer |
| **Employee Management:** | None | **Grade:** | 7 | **Profile Ref:** | 118411 | | |
| **Purpose of the Post** | | | | | | | |
| To ensure S278 and S38 highway works are undertaken in accordance with specification  requirements and to the specified standards of workmanship and manage effective customer and stakeholder relationships. | | | | | | | |
| **Responsibilities** | | | | | | | |
| * Carry out site visits (in accordance with health and safety guidance) to ensure S278 and S38 highway works are constructed in accordance with the works information, e.g. drawings, specifications etc. and to the specified standards of workmanship | | | | | | | |
| * To produce accurate records of site activities of projects under the post holders control, e.g. maintain a diary to record progress, delays, site visits and other significant facts. | | | | | | | |
| * Provide professional advice, guidance and information in relation to the relevant area of specialism, ensuring works are carried out in accordance with plans, policies and procedures. | | | | | | | |
| * Liaise, negotiate, and collaborate with internal and external stakeholders including managers, employees, councillors, members of the public and partnership agencies, dealing with complaints/enquiries, investigating them and taking appropriate action. | | | | | | | |
| * Contribute to service performance management, promoting quality practice and service delivery, ensuring continuous improvement. | | | | | | | |
| * Develop and maintain knowledge of local and national regulations, policies and procedures which have implications for service delivery, to satisfy internal and external demands. | | | | | | | |
| * To assist in the formulation and implementation of the Service's Training Plans for both in-service and ongoing professional training. | | | | | | | |
| * To ensure that the Council’s statutory duties and responsibilities are undertaken and Council policy is discharged in respect of service delivery | | | | | | | |
| * Undertake any other duties commensurate with the role as requested by management. | | | | | | | |
| **Education and Training** | | | | | | **Measure** | **Rank** |
| * Level 5 qualification in a relevant discipline OR Extensive Equivalent Experience\* | | | | | | A/C | E |
| **Relevant Experience** | | | | | | **Measure** | **Rank** |
| * \*Extensive experience of carrying out or inspecting a full range of improvement and maintenance works on the public highway | | | | | | A/I | E |
| * Experience of carrying out or inspecting improvement and maintenance works on the public highway. | | | | | | A/I | E |
| * Experience of liaising and dealing with members of the public, managers and external agencies | | | | | | A/I | E |
| * Experience and knowledge of procedure manuals in delivering work instructions and maintaining standards. | | | | | | A/I | E |
| **General and Special Knowledge** | | | | | | **Measure** | **Rank** |
| * Knowledge of local and national policies, procedures and legislation relevant to the area of work, including Construction (Design & Management) Regulations 2015. | | | | | | A/I | E |
| * Knowledge of various methods of measurement and estimating processes. | | | | | | A/I | E |
| * Knowledge of materials, works specifications and schedules. | | | | | | A/I | E |
| * Detailed knowledge and understanding of maintenance, repair, design and treatment processes. | | | | | | A/I | E |
| **Skills and Abilities** | | | | | | **Measure** | **Rank** |
| * Good communication, negotiation and interpersonal skills with the ability to deal with a variety of internal and external stakeholders including customers. | | | | | | A/I | E |
| * Ability to oversee works being carried out on the existing and future public highway | | | | | | A/I | E |
| * Good organisation and time management skills with the ability to work under pressure by organising and prioritising work loads, being self-motivated and able to use own initiative. | | | | | | A/I | E |
| * Ability to produce quality documentation including reports. | | | | | | A/I | E |
| * Ability to understand and analyse plans at different scales. | | | | | | A/I | E |
| **Additional Requirements** | | | | | | **Measure** | **Rank** |
| * Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council. | | | | | | I | E |
| * Willing to undertake training and continuous professional development in connection with the post. | | | | | | I | E |
| * Work in accordance with the Council's vision, priorities, values and behaviours. | | | | | | I | E |
| * Able to undertake any travel in connection with the post. | | | | | | I | E |

If you do not hold a level 5 qualification then you must be able to demonstrate all criteria marked with an \* to demonstrate comparative experience.

If you do hold a level 5 qualification, it is not necessary to demonstrate that you can meet the criteria marked with an \*.