

Clerk of Works

Department: Infrastructure, Housing and Environment

Division: Property and Capital Projects

Reports to: Property Delivery Manager

JE Reference: IHE1122

Grade: CS10

JE Date: 3/11/2021

Job purpose

Providing on-site technical supervision by monitoring the day-to-day construction activities on assigned construction sites, ensuring that capital projects involving the property estate are completed in keeping with requirements and within time and budget.

Job specific outcomes

Inspect the workmanship, quality and safety of work on construction sites and reporting on any irregularities. Conduct regular site inspections and checking that building plans are being followed correctly and that work is being carried out to the correct specifications and legal, safety and environmental standards.

Monitor, inspect and ensure workmanship and practices of contractors and/or crews engaged in construction are in accordance with required standards. Inspect and verify that all construction materials comply with contractual requirements.

Liaise with contractors, engineers and surveyors to ensure effective monitoring of project delivery at all times.

Prepare and submit detailed analytical reports on any deviations in workmanship, construction activity or schedules together with appropriate recommendations to provide decision-makers with reliable and accurate information on the status of on-going projects.

Supports the Project Delivery Managers in the review and evaluation of plans, specifications and designs submitted by the Feasibility and Design Team and/or engineers, also monitoring the quantum of works completed by each contractor and that site activities are in accordance with approved policies and procedures.

Contributes to the preparation of scope of works, specifications and cost estimates for variations to the work in progress.

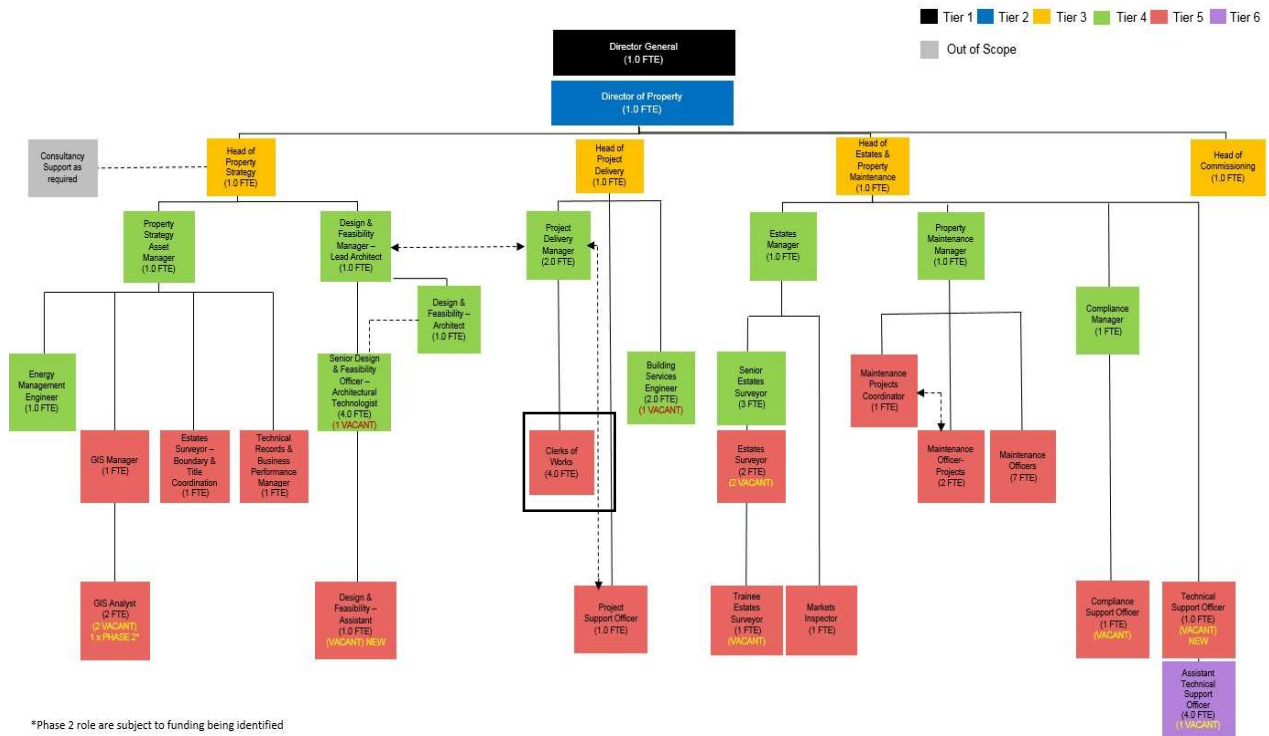
Prepares and submits daily/weekly/monthly reports on assigned projects as agreed within established timeframes. Prepares and submits reports on all incidents and/or accidents occurring on the construction site in accordance with legal requirements.

Check that building regulations, health and safety, legal and ecological requirements are met. Ensure that any Health and Safety issues that are observed are adequately actioned within the agreed timeframes.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



*Phase 2 role are subject to funding being identified

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Degree in a relevant specialism e.g. Building Studies, Construction, Surveying or Civil Engineering or equivalent experience</p> <p>Full member of a related professional body (e.g. ICWCI)*</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Wide knowledge of the construction industry, including knowledge of materials, trade methods and laws and regulations governing large construction projects.</p> <p>Knowledge of project management reporting techniques.</p> <p>Ongoing Continuing Professional Development to remain up to date with the latest methodologies and industry best practice.</p>	<p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>uComputer literate with ability to operate the Microsoft Office package.</p> <p>Numerical skills and the ability to produce accurate reports</p> <p>Physically able to attend construction sites (e.g. climbing ladders and scaffolding etc.)</p> <p>Driving licence (Group B).</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Good planning and organising skills.</p> <p>Problem solving, negotiation and influencing skills</p> <p>Strong relationship building skills</p> <p>Ability to present effectively, both verbally and in writing</p> <p>Ability to produce written materials (e.g. letters, reports, proposals) to a high level for presentation</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p>Experience</p>	<p>A minimum of 5 years' experience in site management at senior level</p> <p>A proven track record of achieving objectives on time.</p>	

*A trainee programme is also available, requiring the following level of qualification and experience as a minimum: full trade apprenticeship, a craft or technician qualification (e.g. City & Guilds / NVQ Level 3 / HNC in Building Studies or a Construction related specialism) and site experience as a Trade Foreman and Site Agent / Manager

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities, attributes and behaviour indicators.

Organisational structure

One Government Departments

