



WHEATLEY GROUP JOB PROFILE

Job Details			
Job Title	Clerk of Works	Location/ Section	Regeneration (West & East)
Service Area	Wheatley Solutions	Report to	Clerk of Works Co-ordinator
Grade	SCP 36 - 39	Date Completed	June 2021
Disclosure Level	Satisfactory Basic Disclosure		

Job Summary

The Clerk of Works is responsible for supporting the provision of the on-site clerk of works service for all housing developments, from site start to completion, handover and end of year defects inspection. and will provide general technical assistance and support to the Development team.

Behaviours & Competencies

Our Organisational Competencies

- Think Excellence
- Think Relate
- Think Collaborate
- Think Professionally
- Think Innovate

We want our Clerk of Works to be able to demonstrate the following behaviours and competencies:

- Adept at removing the barriers that get in the way of delivering excellent customer service
- Creating an environment of trust
- Supporting two-way dialogue with teams and colleagues
- Finding creative solutions for customers
- Good listener
- Excellent communication and interpersonal skills
- Self aware and self motivated to realise your full potential
- Inspire others to achieve their full potential
- Excellent time management skills
- Computer literate
- Ability to take responsibility for own learning and continuous improvement
- Ability to represent Wheatley Group in a positive and effective manner
- Take responsibility for managing excellent performance results
- Building appropriate and effective networks, locally and Group-wide for the benefit of our communities

Person Specification

Experience

Essential

- Minimum 5 years as a Clerk of Works in a housebuilding capacity or relevant field.

Desirable

- Working knowledge of Development & Technical Standards.
- Experience of working with Development Staff and tenants pre- and post-completion

Qualifications

- Member of relevant professional body: e.g. ICWCI, CIOB
- Relevant Technical Qualification in Construction, Surveying, Engineering, (e.g. ONC, HNC, ICW)

Job Outputs

Role output	Includes the requirement to:
Housing development	<ul style="list-style-type: none"> • Inspect progress and quality of construction works for compliance with required design and specification standards, through all stages of projects; • Provide practical advice to development team and local housing staff on aspects of projects as necessary; • Support the inspection and provision of comments on contract drawings, details, specification clauses, etc. prior to site start; • Attend site progress and technical meetings, including on e.g. Zoom/MS Teams as required; • Liaise with local housing staff, tenants and development team over completion procedures and handovers; • Contribute to the provision of feedback to the Development Manager on lessons to be learned at project completion. • Assist with the end of defects liability period defects processes.
Maintain relationships	<ul style="list-style-type: none"> • Develop and maintain effective working relationships with Contractors, Developers, Consultants, Housing staff and development team colleagues.
Review procedures	<ul style="list-style-type: none"> • Contribute to the review and update of standard Design Brief, technical specification and development procedures, as directed by Development Manager.
Maintain records	<ul style="list-style-type: none"> • Maintain accurate and reliable diaries and records of works on site, and provide regular project progress reports to the Development Manager and Development Coordinators on all activities.
Achievement of agreed targets for the Team	<ul style="list-style-type: none"> • As agreed through the performance agreement.
Efficient and well managed work processes across the function	<ul style="list-style-type: none"> • Ensure value for money delivered on all outputs
Compliance with professional, regulatory, statutory and corporate requirements	<ul style="list-style-type: none"> • Comply with and implement all Group policies and procedures • Act ethically and with integrity • Promote and implement the Group and subsidiary business plans

Interdependencies

- Clerk of Works Co-ordinators
- Technical Manager
- Development Manager/Co-ordinators
- Locality Housing Directors/Managers
- Regeneration team