

Clerk of Works Assets

Overview	
Role Purpose	Improving customers' homes so that they love where they live is at the core of the department who work together with the client (PRH Housing, Pathways, Leasehold, C&S & IMR.) to achieve the best outcome for the customer.
Responsible for	<ul style="list-style-type: none"> As a Clerk of Works your main function will be to support the senior project manager / project manager & building surveyors to deliver planned works to our properties. Using your experience to deliver best value and excellent homes for NHG, you will carry out quality inspections, forensic examination of works, ensure value for money, create and write up snagging reports & ensure works are completed ready to handover works for the surveyor to sign off.
Reports to	Project Manager / Senior Project Manager (Planned Investment)
Line management	N/A
Tier	Tier 8
Expectation Level	Colleague
Role relationships	
Internal	<ul style="list-style-type: none"> Manage relationships with colleagues across NHG, who are involved in, or impacted by assets service delivery Manage relationships with senior managers, up to executive director level, in relation to these services. Housing, Leasehold, Care & Support, Finance, Planning other internal delivery methods ie. M&E, Compliance, FRA and Building Safety team.
External	Manage external parties/contractors involved in the delivery of Asset Management delivery and contracts

Role accountabilities
<ul style="list-style-type: none"> Support the Planned Investment team and client in providing professional advice and good understanding of the profile of the range of properties in the area, primarily residential but including some commercial property. Review technical and material specifications including Employer's Requirements and Contractor proposals and advise on durability and fitness for purpose in achieving required life cycle for component. Inspect works on site to ensure materials are consistent with contract requirements. Attend inspections on site at regular intervals to address the needs of the programme. Inspect and report as to the suitability/appropriateness/quality of any works which have been undertaken by the contractor but which will be covered by other works. Develop a standard quality inspection report format for weekly and stage inspections in consultation with the Contract Operations Manager. Follow each site visit; provide a weekly detailed report, including photographs of progress.

Role accountabilities

- Undertake stage inspections of the works.
- Attend site, pre- and post-contract meetings and other such meetings required by the Contract Operations Managers.
- Obtain from the contractor certificates of testing including as appropriate: manufacturer's testing certificates; details and results of all tests; and witness tests.
- Attend and witness the contractor's plumbing, pressure, air tightness and water tightness tests.
- Inspect setting out works to ensure that setting out works accord with working drawings.
- Attend inspections on site to agree quality levels prior to handover. This is to include attendance at all snagging and de-snagging meetings on site.
- Attend inspections to investigate customer complaints of poor / incomplete workmanship and advise the Senior / Project Managers of any rectification action required.
- Re-inspect the works to ensure items identified have been completed and advise the Senior / Project Managers when the works are ready for handover.
- Attend inspections on site at handover to ensure compliance with the agreed standards and that all required certification is in place.
- Return to site at the appropriate time to undertake End of Defects Liability Period inspections.

General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.

The tasks and responsibilities outlined above are not exhaustive, the post holder may undertake other duties as is reasonably required.

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

Personal Specification

Professional expertise (know how & experience)

Essential

- Significant theoretical and in depth practical experience of construction.
- In depth and up to date knowledge of the construction process.
- Knowledge and ability to write detailed technical reports.
- Experience of project management / programme of planned works.

Desirable

Skills

Essential

- Excellent IT skills including Microsoft Office, particularly Word, Outlook and Excel.

Desirable

- Full UK driving licence

Qualifications and/or professional membership

Essential

Desirable

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| <ul style="list-style-type: none"> • Recognised HND or equivalent qualification in building / construction • a minimum of 5 years' experience in similar role as a Clerk of Works | <ul style="list-style-type: none"> • Member of RICS or CIOB • Degree in building surveying or a similar qualification • DEA / FRA assessor trained |
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- Appropriate surveying qualifications /relevant experience.

NHG Expectations

NHG expectations framework outlines what we expect from our staff at the five different expectation levels we have across the organisation.

This role is a colleague level expectation level and therefore you should refer to the Colleague expectation profile in addition to this role profile.

The full NHG expectations framework is available on our external job site page and intranet, Milo.

You'll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.

Safeguarding

Any appointment to this post is conditional upon and subject to:

- basic certificate (criminal record check) issued by the Disclosure and Barring Service (DBS)