

Job Description



Job Title: Clerk of Works (Housing Delivery and Regeneration)	Service Area: Community Wealth Building	
Directorate: Inclusive Economy and Housing	Post Number: TBC	Evaluation Number: 5400
Grade: P06	Date last updated: June 2020	

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Protecting our Staff and Services

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall purpose of job

To monitor and oversee work on site throughout the construction stage and completion of all projects in the Affordable Homes for Newham Programme. Key to this is delivering the Council's priorities, putting the people of Newham at the heart of all we do, specifically:

1. Partnering with the multi-disciplinary team, in particular development team and design lead to ensure buildability of projects. This includes ensuring any possible maintenance issues are mitigated at design and build stage.
2. Monitor and report consistently on works progress to Senior Construction Manager and Construction Managers, Design lead and other members of the Housing Delivery Team as appropriate.
3. Engage with the Housing Delivery Team and Regeneration to understand business needs and assist with the development and implementation of individual service area sourcing plans.
4. To act as an experienced and competent site inspector to expand the Council's Clerk of Works resource and to support the housing delivery and regeneration teams.
5. Ensure Newham policies and the highest health and safety procedures are followed and met in projects signed off. This includes raising any potential safety issues immediately with Senior Management and advising on appropriate actions to mitigate any risks.

6. Implement project monitoring and sign off procedures, leading to continuous improvement in final build outcomes across the Housing Delivery Team and Regeneration.

Job context

1. The post holder reports to the Senior Construction Manager
2. The post holder will in a team of Clerks which will be responsible for the Clerking of Works across a £380m housing programme as well as supporting on site delivery across Strategic Estate regeneration sites with a current budget in excess of £150m, with housing schemes ranging from 3 units to 300 units.
3. As a member of the Housing Delivery Team, to work collaboratively to deliver the Newham Affordable Homes Programme in line with Council's priorities, putting people at the heart of what we do.
4. The post holder will be responsible for supporting the implementation of a robust monitoring and sign off process for all new builds, to meet key objectives as set out in the Newham affordable homes programme and the corporate plan.
5. The post holder may be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to support appropriate representation of the Council with residents, the Mayor and elected Members, and external bodies.

Key Activities

1. Ensuring robust approach to monitoring of building works in line with designs and associated delivery contracts for the Affordable Homes for Newham Agenda
2. Schedule works and complete surveys on buildings highlighting condition, measurements and remedial actions necessary, to enable the delivery of over 1,000 new council homes by March 2022.
3. As part of the Housing Delivery team, partner with , Regeneration teams and contractors to understand project specifications to ensure accuracy in the delivery of the Affordable Homes for Newham agenda.
4. Ensure corporate and regulatory health and safety compliance across the clerking of works process, minimising the Council's exposure to risk and ensuring safety to residents.
5. Partner with the construction manager / quantity surveyor to ensure AHFN agenda and high standards are met.
6. Lead on the inspection of works on building sites, ensuring alignment with original designs and specifications. This includes pre and post work inspections and condition

surveys, managing works to ensure completion to high design, build and health and safety standards and will be expected to report any contravention of Health & Safety Regulations to the client.

7. Carry out checks on materials to ensure high quality and advice on alternatives or resolutions if necessary.
8. To lead on the Undertaking relevant tactical analysis to ensure building meet required building regulations, liaising with the internal planning service in a timely manner. This also includes ensuring builds meet health and safety requirements in line with Newham policy and legislation.
9. To check that all elements of construction are in accordance with the relevant regulations, Codes of Practice, British Standards and the Contract Documents; with specific attention given to fire safety.
10. Provide technical and contractual advice and guidance to Housing Delivery Team and Regeneration regarding the most appropriate procurement solution and forms of contract. (e.g. services, design and build, traditional construction, etc.)
11. To lead on the monitoring of the Contractor's Programme and report any delays or failures to the Client, this is to include the checking of the Contractor's Weather Report.
12. In conjunction with Council legal function, ensure procurement contracts are developed providing clear and robust commercial arrangements, addressing key performance criteria.
13. Alert Senior Construction Manager of any potential risks to the Council in a timely manner, where value for money is not present in decision making process.
14. Remain fully informed regarding all building regulatory changes that may affect Council operations. Translate this information into action required to avoid implications for Newham Council.
15. Interpret and translate building legislation into guidance and advice for Council officers, colleagues and senior managers at a detailed level.
16. Escalate any breach of legal requirements, or variation from contract relating to contracted delivery partners.
17. Understand that job descriptions are fluid and subject to regular updates to reflect the needs of the service, residents and wider Council priorities; undertake other duties that are commensurate with the grade of this post, as required.

Personal Specification



Job Title: Clerk of Works (Housing Delivery and Regeneration)	Service Area: Community Wealth Building	
Directorate: Inclusive Economy and Housing	Post Number: TBC	Evaluation Number: 5400
Grade: P06	Date last updated: June 2020	

IMPORTANT CRITERIA FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>Qualifications:</p> <p>An appropriate construction related degree level qualification or demonstrable experience of working in construction.</p> <p>Membership of a recognised institutional body, e.g. the Institute of Clerk of Works, is desirable but not essential.</p>	Application
<p>Knowledge/experience:</p> <ul style="list-style-type: none"> Proven track record of successfully clerking works within Construction in Local Authority/ registered provider, affordable housing, residential and public sector or a large complex organisation Experience of conducting pre and post work inspections on housing and estates, managing 	Application/interview

<p>works to bring builds to a high standard in line with original design, specifications and contracts.</p> <ul style="list-style-type: none"> • Experience and understanding of building regulations and legislation in relation to housing market. • Excellent relationship management skills, including developing new and maintaining existing relationships. • Experience of effectively scheduling works and completing property surveys, highlighting measurements, condition and any remedial action required 	
<p>Skills and abilities:</p> <ul style="list-style-type: none"> • Strong organisational skills that ensure original plans are delivered and implemented resulting in desired outcomes. • Excellent communication skills, able to interpret and write reports and deliver these to Senior Management. • Ability to meet tight deadlines, whilst dealing with conflicting priorities • Strong ability to set and meet own targets and those of the service • Ability to maintain grip of project objectives in line with corporate and service plan • Strong ability to work collegiately within various teams • Ability to build lasting, strong relationships and credibility quickly • Proven stakeholder management • Experience of successfully operating in an environment where priorities are constantly developed, changed and conflicting. • Truly flexible approach to working whilst adhering to Council policy and Newham's Values • Ability to robustly challenge delivery partners 	<p>Application/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>1. Focus on residents and customer outcomes</p> <ul style="list-style-type: none"> • Puts the resident at the heart of all they do • Provides the same quality of service to both internal 	<p>Application/Interview</p>

<p>and external customers</p> <ul style="list-style-type: none"> • Responsive to resident feedback and works to understand and internalise the lived experience of our services by residents • Prioritises appropriately between the competing demands of customers and residents • Regularly reviews, and takes responsibility for the quality of the service and acts upon customer feedback to improve both quality and delivery 	
<p>2. Working together and collaboration</p> <ul style="list-style-type: none"> • Builds effective relationships with internal and external customers • Shares information with stakeholders and involves them in decisions that affect them • Is proactive in generating ideas and solutions across the organisation • Brings out the best in team members as a leader or a peer 	Application/Interview
<p>3. Aim high</p> <ul style="list-style-type: none"> • Delivers what they promise and continuously strives to improve performance • Understands how the organisation's vision impacts on them and their team • Shows commitment to achieving the organisation's goals • Encourages solution focused problem solving and tenacity when faced with challenges 	Application/Interview
<p>4. Accountability, ownership and judgement</p> <ul style="list-style-type: none"> • Aware of their accountabilities and takes responsibility for their own actions • Provides clear measures of success and delivers constructive performance feedback • Seeks to effectively resolve conflict at an early stage to prevent problems escalating • Moves things forward with enthusiasm 	Application/Interview
<p>5. Say it like it is, setting direction and leading change</p> <ul style="list-style-type: none"> • Makes time to listen to others and provides open and honest feedback to help others to learn and increase performance • Readily embraces change and capitalises on opportunities created by change • Encourages people to be creative and innovative in 	Application/Interview

<p>their work and reviews success to build on what has gone well</p> <ul style="list-style-type: none"> • Clearly communicates vision and corporate direction • Visible at all levels of the organisation demonstrating an inspirational leadership style <p>6. Show people who you are</p> <ul style="list-style-type: none"> • Leads by example and sets a positive example for others to follow; is enthusiastic, approachable and motivational • Treats people as individuals in a respectful and friendly manner • Sees diversity in their team and the community they serve as positive and demonstrates a pro-active approach to promoting equality of opportunity • Manages their own emotions appropriately <p>7. Commercial focus (managers only)</p> <ul style="list-style-type: none"> • Always seeks value for money in all projects and initiatives • Manages and plans the use of resources and budgets effectively • Consider, and be able to articulate, the financial impact of your actions and decisions in the use of public funds • Identifies and manages the risks in a course of action • Follow the Council's Scheme of Delegation, Contract Standing Orders and Financial Regulations • Examines how partners, stakeholders and the commercial sector can support what we do <p>8. Talent management (managers only)</p> <ul style="list-style-type: none"> • Takes time to coach others and looks for opportunities to delegate challenging work as a development opportunity • Encourages the sharing of best practice and supports employees to be the best they can • Treats mistakes as an opportunity to learn • Provides constructive feedback to improve performance • Identifies high and under performers and ensures people are supported to improve and/or rewarded 	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p>	<p>None</p>