

KINGDOM HOUSING ASSOCIATION LIMITED

JOB PROFILE – SENIOR CLERK OF WORKS

JOB TITLE:	Senior Clerk of Works
JOB GRADE:	Spinal Points 32 – 37
ACCOUNTABLE TO:	Director of Development

Overall Aim of Post

To ensure properties developed for Kingdom Housing Association (KHA) and our partners achieve required standards in specification, method of construction, quality of work/materials and compliance through provision of a direct Clerk of Works service and supervision/management of Clerk of Works (COW) staff.

Our COW service covers multiple housing projects at various stages within the cycles of design, construction and defects liability periods. We provide COW cover to all our projects on an ongoing basis, with regular site visits on each project appropriate to complexity and stage of work.

Main Tasks and Activities

'Project Officer' (PO) refers to the Manager, Senior Development Officer or Development Officer allocated particular projects; PO's act as KHA's main link person for COW's on those projects.

1. To liaise effectively throughout all phases of projects, and all areas of responsibility, including:
 - Attending pre-start & project team meetings as directed by PO.
 - Assessment of all plans/specifications & methods of construction ensuring compliance with design standards, contracts & regulations.
 - Preparing pre-handover snagging lists; inspecting defects during defects liability period (DLP) and ensuring appropriate actions are undertaken.
2. To ensure properties are completed timeously to required quality, including:
 - Properties ready for inspection prior to handover and to required standard/specification.
 - Working collaboratively with Contractors to address issues and defects.
 - Relevant technical information for completed properties passed to PO.
3. To liaise effectively with PO & other Development staff, including:
 - Reporting to PO on issues arising, on progress vs programme & projected handover dates.
 - Liaising with relevant staff on defects and 'end of DLP' inspections.
 - Providing technical support and advice to Development staff.
4. To assist with staffing issues, including:
 - Line management of Clerks of Works monitoring performance/behaviours in line with our CARES values.
 - Delegating tasks and deputising for Management if required.
5. To prepare reports, including
 - Briefing notes and recommendations for Senior Management
 - Site diary regarding site set up, H&S, weather, progress, reporting/analysis of issues arising,

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6. To investigate, oversee and report on rectification of defects, including:
 - During and at end of DLP and regrading latent defects arising.
 - Liaising effectively with PO/tenants/stakeholders on relevant issues/complaints.
7. To participate in overall development of service, including:
 - Recommendations to improve efficiency and effectiveness of COW service.
8. To ensure your behaviours demonstrate our CARES values and you meet work-based targets and performance standards.
9. Any other duties which may be required from time to time by Senior Management.

Other Features

Hours of work, as outlined in Principal Statement of Terms and Conditions, are to be worked in accordance with needs of the Group. There may be occasions when it is necessary to work evenings or weekends.

The Group may increase in size in the future; it is likely that the duties listed may need to be varied to suit its changing requirements.

Kingdom gives every encouragement to members of staff to undertake training for approved courses including providing financial assistance where appropriate.

Job Location

The operational base is as outlined in Principal Statement of Terms and Conditions.

The postholder will be required to work and operate at any of our offices to meet the flexibility requirements of the Service.

We reserve the right to either temporarily or permanently move an employee to another location.