Job Description

Post: Senior Clerk of Works /Supervisor
Post No: LEE035
Location: Leeds

Reporting Arrangements and Main Contacts
The post-holder will be accountable to the Associate Director of Building Surveying and Compliance.

Main Tasks and Accountabilities
1. Ensure a consistently high standard of quality control and supervision is maintained for each contract, via site visits, assessing contract implementation with due regard to building and health and safety legislation.
2. Provide a service at all times to the nominated Contract Administrator by ensuring that the standards of work and the materials supplied by contractors are as specified in accordance with the contract information.
3. Act as Supervisor as described under the NEC form of contract.
4. Ensure current knowledge of building services legislation, standards, methods of installation and health & safety knowledge is up-to-date using all appropriate means including reading, research from the building industry lead bodies, and networking with all appropriate organisations, both in-house and consultant.
5. Maintain records and data, operate and maintain information systems and undertake general administrative tasks.
6. Identify technical problems on site, to recommend corrective action and issue directions as authorised under the Contract.
7. Witness on site testing & commissioning and keep appropriate records of results.
8. Prepare schedules of defects and certify rectification of snagging items.
9. Attend internal and external meetings, both on and offsite as required.
10. Supervision of junior staff and other staff allocated for various projects including the day-to-day management of the Clerk of Works/Quality Inspector/Supervisor.
11. Assist the Compliance Director in the management of accountancy/invoicing and monitoring standards of service in terms of quality, time and cost.
12. Support the CDM Adviser team as and when required.
13. Represent Management as required and as appropriate.
14. Operate and maintain information systems.
15. Work with colleagues and managers to revise, update or develop working procedures, NPS Leeds Limited policies and areas of professional knowledge/expertise.

16. To comply with NPS policies, procedures and guidelines including the NPS Health and Safety Policy.

17. To make visits to other NPS offices as required when appropriate.

18. To ensure / contribute / lead on the delivery of quality assured, client focused products and services to meet the agreed requirements of the customer.

19. To contribute to the operation and development of the Business Management System to ensure the continuous improvement of quality assured services/products for clients.

20. To carry out other duties appropriate to the level and character of the post.

Key Result Areas
The postholder will be expected to:

1. Ensure commissions are completed to a high standard of quality, to programme and within budget and fee provision.

2. Ensure Clients receive best professional advice.

3. Ensure the NEC Supervisor role is carried out as contracted

4. Ensure adequate records are prepared and maintained.

5. Maintain and improve on successful client relationships and develop the service to incorporate any future changes in legislation.

General
Job descriptions are a reflection of the character and work priorities at a given point in time and it will be essential to review duties and responsibilities, in consultation with the postholder, from time to time.

The Health & Safety at Work Act (1974) places responsibilities for Health and Safety on all employees. Therefore it is the postholder’s responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with Legislation and the Company policy on Health & Safety.

The postholder is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by NPS to comply with the Act.
**Person Specification**

**Post:** Senior Clerk of Works / Supervisor

**Post No:** LEE035  
**Section:** Building Surveying and Compliance  
**Location:** Leeds

### Experience  
(Duration, type and level of experience)  

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<tr>
<th>Criteria</th>
<th>Description</th>
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<tbody>
<tr>
<td>E</td>
<td>Substantial experience of all stages of the design and construction of a wide range of building types, including large complex buildings.</td>
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<tr>
<td>E</td>
<td>Experience in carrying out duties of Clerk of Works/Supervisor/Quality Inspector.</td>
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<td>E</td>
<td>An understanding of the Health &amp; Safety at Work etc Act 1974.</td>
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<tr>
<td>E</td>
<td>Experience of acting as a Supervisor under the NEC form of contract.</td>
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<td>E</td>
<td>Demonstrate the ability to direct the work of more junior staff in a commercial environment.</td>
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<td>E</td>
<td>Be able to communicate with current and potential clients, stakeholder, and external bodies as appropriate.</td>
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<td>D</td>
<td>Working knowledge of common construction contracts eg. NEC3, JCT, PPC.</td>
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### Qualifications  
(Number, type and level of qualification or equivalent experience if appropriate)

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<tr>
<td>E</td>
<td>An HNC or equivalent pass in a building related discipline.</td>
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<td>D</td>
<td>Degree in a building related subject, or equivalent qualification.</td>
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<td>E</td>
<td>A professional qualification in a building related discipline either as “Member” or “Associate/Incorporated” membership level, with significant relevant post-qualification experience.</td>
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<td>D</td>
<td>A professional qualification in health and safety.</td>
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<td>E</td>
<td>Current CITB CSCS card or be prepared to obtain.</td>
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### Skills, knowledge and aptitudes

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<td>E</td>
<td>Good technical skills within a commercial environment.</td>
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<td>E</td>
<td>Must be able to demonstrate relevant up to date CPD records.</td>
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<td>Ability to interpret Health and Safety legislation.</td>
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Flexible and able to work under pressure to meet tight deadlines.

Good organisational skills.

Computer literate.

Knowledge of latest CDM Regulations.

Knowledge of latest relevant Codes of Practice, British Standards and legislation.

Willing to work efficiently within allocated fee.

Willing to travel to meet work commitments and also work at other NPS Offices as necessary.

Must be familiar with the risks and hazards associated with asbestos and other common hazardous materials.

A commitment to seeking new ways of working to achieve continuous improvement.

**Personal qualities and social skills**

Confident and courteous manner, both in person and on the telephone.

Demonstrate ability and commitment to customer care.

Conscientious.

Adaptable to the various duties of the post.

Ability to work on own initiative as an individual or as a team member.

Contribute to the good working relationships among staff, client representatives and with members of the public.

Effective communicator both verbal and written.

**ISO 9001 Requirements**

Must have a commitment to customer service in the delivery of NPS product and services.

Must have a commitment to seeking new ways of working to achieve continuous improvement.

**Constraints**

(Factors which might prevent an individual carrying out the full duties of the post — e.g. unsocial hours, physical constraints, mobility inc. car ownership / use)

Current valid driving licence and access to a vehicle.

Suitable mobility to access and work within buildings/building sites.
### General Occupational Qualifications

Do the criteria for a GOQ apply to this post? If yes, state why.  
(This reference to GOQs is highly specific. If you are unsure about the criteria for them, please check the Authority's Recruitment and Selection Manual before completion).

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Reason: (N/A)

### Notes

The criteria are subject to reasonable adjustments that will enable candidates with disabilities to fulfil the requirements of the job.

Prepared By: Neil Berry  
Date: 14.05.2015