

JOB DESCRIPTION

JOB TITLE:	Clerk of Works (New Build)
RESPONSIBLE TO:	Development Manager
RESPONSIBLE FOR:	None
DEPARTMENT/ SECTION:	Assets
SALARY (£):	Scale 9

MAIN PURPOSE OF THE JOB

The Postholder is Carterfi Cymunedol Gwynedd's on site representative ***responsible for conducting on site inspections for new build development works to ensure that all the works are carried out safely and in accordance with the specification and contract requirements.***

KEY RESPONSIBILITIES

- To act as Clerk of Works on Carterfi Cymunedol Gwynedd's new build housing developments.
- To conduct on site quality control inspections to ensure that all works are carried out safely and in accordance with the contract specification and to fully comply with current Welsh Government development quality requirements.
- To ensure correct building practices are being followed by the contractor.
- To maintain clear, concise and auditable records of all on site inspections.
- Resolve non-compliances on site with contractors concerned.

- Refer issues of concern to the Development Manager promptly for resolution.
- ***Assist the Development Manager in responding to Councillors, Tenants, Consultants, Contractors and other departments requests for information on new build development contracts.***

SPECIAL CIRCUMSTANCES:

- The Postholder may be required to work some weekends if the required inspections of Contractor's work can not take place during the working week. The Postholder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements and specifically to carry out consultation and representational tasks with residents and other stakeholders, and to provide cover for emergencies.

No job description can cover every issue which may arise within the role at various times. In order to maintain an effective service you may be required to undertake any other reasonable tasks, which is broadly consistent with those in this document as determined by your line manager, Assistant Director or Director

PERSON SPECIFICATION

	ESSENTIAL/ DESIRABLE
QUALIFICATIONS	
A recognised qualification in building maintenance or construction	E
EXPERIENCE, KNOWLEDGE AND SKILLS	
Proven track record of ensuring quality in building works	D
Significant experience of dealing with the public in complex and stressful environments either face to face or over the phone	E
Ability to work within set time constraints and to deal with a high volume of work.	E
Experience of dealing with a number of priorities at the same time.	E
IT skills	E
Building Maintenance or New Build Construction	E

Numeracy skills	E
A fluent bilingual Welsh/English speak and writer	E
Ability to write good, clear reports on complex and diverse technical matters	D
Level of numerical and verbal skills sufficient for the post	D
Excellent skills in diagnosing building defects and identifying solutions	E
Ability to work effectively and productively, assertively and tactfully, with other staff at various levels of seniority, constructors/ contractors and other stakeholders, and residents	E
Tolerance, tact, diplomacy and respect towards the sensitive nature of the information.	E
Time management and organisational skills.	E
Ability to use 'office' IT packages effectively	E
Ability to work on own initiative, identifying priorities and setting own targets where necessary	E
COMPETENCIES	
Motivated to provide quality services and to maximise customer satisfaction	E
Commitment to the promotion of Equality and Diversity particularly with regard to service delivery, decision making processes and working practices, with the aim of positive public acceptance	D
Commitment to the use of information technology and to develop knowledge/skills as required	E
Commitment to undertaking whatever duties are necessary to ensure the successful operation of CCG as a whole	E
Commitment to improving opportunity for people living in the County and promoting the positive features of an area with such diversity and challenge	E

COMPETENCIES	
Organisational Change and Forward Thinking <ul style="list-style-type: none"> Understands how their own role contributes to the aims and objectives of the organisation Understands the current business challenges and change requirements 	E

<ul style="list-style-type: none"> • Responds and contributes positively to change • Identifies opportunities and suggests improvements for discussion • Implementation of activities identified on appropriate CCG strategies 	
<p>Managing Self and others</p> <ul style="list-style-type: none"> • Accepts personal responsibility to achieve own work objectives, keeping direct line manager aware of progress and any changes needed • Contributes positively to the performance management process • Acts in accordance with the Staff Handbook and HSQE policies and procedures. • Gives guidance and advice to employees new to the role 	E
<p>Service Delivery</p> <ul style="list-style-type: none"> • Understands and recognises the service delivery standard required and communicates with the customer • Has the desire, ability and training to deliver 'right first time' by being true to his/her word. • Builds and maintains positive relationships with all customers and stakeholders • Suggests improved methods of delivery • Takes responsibility and acts to involve other services as appropriate 	E
<p>Managing Finance and Assets</p> <ul style="list-style-type: none"> • Uses resources available to achieve objectives • Adheres to/applies/gives advice and guidance on CCG's resource policies and procedures as appropriate to job role • Uses technology/machinery/vehicles and/or manages information as appropriate to job role 	E
<p>Customers</p> <ul style="list-style-type: none"> • Knows who the customer is • Handles customers efficiently with patience and care • Focuses on managing and delivering customer expectations by being true to his/her word • Responds positively, timely and calmly to customer complaints, considering the potential impact of their actions on CCG's image 	E

<ul style="list-style-type: none"> • Recognising and responding to the diverse needs of our customers 	
<p>Communication</p> <ul style="list-style-type: none"> • Communicates clearly and effectively, giving information in a way that ensures full understanding using the most appropriate communication method • Actively listens, using questioning to seek clarification of facts and then acts • Contributes objectively to team discussions • Observes confidentiality at all times • Always consider the impact of own action on the company's reputation 	E
<p>Team Working</p> <ul style="list-style-type: none"> • Supports and helps other team members as necessary • Is tactful and patient with team colleagues, respecting ideas and contributions different to their own and in accordance with the CCG's equality and diversity policy • Works with others to achieve shared goals and is flexible in their approach • Builds and maintains effective working relationships with other team members by respecting diversity 	E
<p>Personal skills</p> <ul style="list-style-type: none"> • Takes pride in the job they do, paying attention to self-development • Is fully aware of how their own personal conduct and performance impacts on the image of CCG • Demonstrates respect and understanding of the roles of other Organisation employees working with them to achieve shared goals • Behaves honestly, with integrity and ethically and challenges unacceptable behaviour 	E