

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

**Designation:** Managing Clerk of Works

**Grade:** PO8

**Reports to** Head of Stock Investment & Asset Management

**Directorate:** Housing (Quality & Investment)

**Section** Stock Investment & Asset Management (SIAM)

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#### **Main Purpose of the job:**

The main function of this role is responsible for leading the Clerk of Works function within the Stock Investment & Asset Management (SIAM) service. This role ensures that all construction, refurbishment, and maintenance work across the council's housing portfolio are delivered to the highest standards of quality, safety and compliance with specifications and regulations.

The Managing Clerk of Works will supervise a team of Clerks of Works, provide technical oversight, and act as the council's expert on site quality assurance.

The role will support in generating a high standard of service delivery, acting as an interface between the contract managers and the contractor on site.

The role will also ensure construction quality, compliance, and progress by conducting site inspections, verifying materials/workmanship against specifications, managing documentation, reporting defects, liaising with stakeholders (clients, contractors, consultants), monitoring Health & Safety (CDM), and managing snagging/handover. The role will act as SIAM's quality eyes on site to ensure projects meet standards and regulations.

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#### **Summary of responsibilities and personal duties:**

- To lead, guide and manage the Clerk of Works team, ensuring the effective monitoring and inspection of the council's construction and housing maintenance projects from inception to the end of the defect's liability period.
- Provide effective leadership, guidance, and support to the Clerk of Works team, managing workload allocation and ensuring high standards of technical competence.
- The post holder will be the main interface between project managers and contractors on site, ensuring work is carried out to the correct specifications, adhering to all legal, safety, and environmental standards.
- Responsible for regularly inspecting construction work, materials, and workmanship to ensure compliance with drawings, specifications, and relevant British Standards/Codes of Practice.

- Ensure all construction works meet current statutory legislation, including the Health and Safety at Work Act 1974, the Construction (Design & Management) Regulations 2015 (CDM 2015), Building Regulations, and Planning requirements.
- Implement and control Health & Safety legislation on major works projects, conducting site safety inspections and addressing non-compliance.
- Support the Planned Delivery Team and client in providing professional advice and a good understanding of the profile of the range of properties in the area, primarily residential but including some commercial property.
- Ensure that the Clerk of Works team provides a customer orientated service to Clients and End Users.
- Provide effective leadership, guidance, and support to the Clerk of Works team, ensuring they understand the Authority's aims, objectives and values and their contribution to its achievements.
- Provide Clerk of Works with technical updates and hold regular technical review meetings to maintain a high standard of technical competence within the group.
- Responsible for maintaining detailed daily/weekly records, site diaries, and photographic evidence of progress, site conditions, labour, and any issues or non-compliance.
- Reviewing the contractor's risk assessment and method statements, as well as assessing the implementation of works against the contract with due regard to health and safety, and, where necessary instruct contractors to cease operations, completing the appropriate report/action process.
- Participate in feedback to contractors regarding the outcomes of the inspections and quality matters and provide feedback on the performance of contractors.
- Ensure that completed projects are fit for purpose prior to handover by contractors. This will involve snagging works prior to handover, undertaking post-inspection of remedied works, signing off works as completed and accepting handover from the contractor.
- Attend meetings which may include pre-contract and site meetings and may also include meetings during design to ensure the practicality and buildability of projects are considered at early stages.
- Work with the Head of SIAM to develop and implement long term Capital plans and procurement strategies/procedures for the department. Provide specialist advice on sustainable design issues to SIAM and the council. Undertake audits on proposed designs to ensure they meet the requirements of the organisation.
- Assist with the development and maintenance of associated compliance procedures / systems including the upkeep of records and site inspection reports. including the selection, appointment, direction of specialist external and in-house resources, as necessary.
- Reviewing drawings, specifications and ensuring that the project is being built to the contract requirements and to the correct quality standards, raising/querying any discrepancies verbally and in writing.
- Observe the quality and progress of the construction to determine in general that it is proceeding in accordance with the contract documents and notify the stakeholders.
- Authorise project representative immediately if, in the Clerk-of-the-Works opinion, work does not conform with the Contract Documents or requires special investigation by the Owner, Architect/Engineer or Contractor.

- Regular visits to various sites or acting as a resident supervisor on one site for the project duration, to inspect and provide written reports to the project team.
- Witnessing all relevant commissioning and providing Test & Inspection Reports for each system.
- Obtaining and reviewing test certificates and other documentation required under the contract.
- Responsible for monitoring progress against the contract programme.
- Identify and highlight defects, following them up until they are rectified, and maintaining defects register and updating this monthly to be included within the client's project report.

### **Generic responsibilities**

- Conduct technical review meetings and participate in staff development and appraisals.
- Comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, and other relevant Council and Government Regulations, Directives and County wide priorities.
- Undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- Take responsibility for personal learning and development, including completing e-learning, safeguarding training, and retrofit awareness modules.
- Uphold all relevant Council policies including Equality and Diversity, Data Protection, and Code of Conduct.
- Contribute to an effective and flexible working culture and participate in wider departmental and organisational projects where appropriate.

**This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended in the light of the changing needs of the organisation.**

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

**Number of fully managed staff: 5**

**Title: Managing Clerk of Works**

**Grade: PO8 No of posts: 5**

**Number of partially managed staff: N/A**

**Title:**

**Grade**

**No of posts**

### **PERSON SPECIFICATION**

**JOB TITLE:** Managing Clerk of Works

**POST NO:**

**DEPARTMENT:** Housing

**GRADE:** PO8

**Note to Candidates**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

**Those categories marked 'S' will be used especially for the purpose of shortlisting.**

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<b>Equality &amp; Diversity</b>	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	<b>S</b>
Understanding of how equality and diversity relate to this post	<b>S</b>
<b>Knowledge</b>	
Knowledge of all aspects of the construction industry including contractual matters and legislation, together with appropriate dispute resolution methods.	<b>S</b>
A working knowledge of proprietary and standardised materials both specified and installed.	
<b>Skills</b>	
<b>Skills can only be used as shortlisting criteria if the skill is to be tested</b>	<b>(To Be Tested – T)</b>
A proven track record of providing professional, technical, and practical compliance advice to all levels of an organisation.	<b>S</b>
Strong technical knowledge of construction methods, building regulations, and health & safety requirements.	<b>S</b>
Excellent attention to detail and problem-solving skills.	<b>S</b>
Effective leadership, communication, and interpersonal abilities.	<b>S</b>
Ability to produce clear, concise reports, and maintain accurate records.	<b>S</b>
Proficiency in using ICT systems for reporting and record-keeping.	<b>S</b>
<b>Experience</b>	
Have NEC4 /Clerk of works Supervisor experience within a large, diverse public or private sector organisation.	<b>S</b>
Experience supervising or managing a team is highly desirable.	

Extensive experience as a Managing Clerk of Works or in a similar site supervision/management role within the construction industry, preferably with public sector or social housing experience.	
Local government experience in a management position.	
Experience as a NEC4 /clerk of works supervisor working at operational level to provide compliance advice to staff at all levels and evidence a track record of achievements.	
Proven track record in managing construction projects and dealing with complex technical issues.	<b>S</b>
Significant experience in managing the quality of large- scale capital expenditure building projects	<b>S</b>
<b>General Education</b>	
Relevant technical or construction qualification (e.g., HNC, CIOB, RICS, or equivalent) is desirable.	<b>S</b>
Membership of the Institute of Clerk of Works Construction Inspectorate and / or MCIOB or equivalent (A &I).	<b>S</b>
Level 6 NVQ Diploma in Senior Site Inspection	
Formal health and safety qualification	
Relevant Site Inspector qualification desirable	
<b>Physical</b>	
Generally, candidates must meet the standard Lewisham requirements for the post	

DBS Disclosure Required?    No        Basic        Enhanced   

**(Tick as appropriate – guidance available from your HR Advisor)**