**ROLE PROFILE**

**Role Title: Clerk Of Works**

**Service Group: Environment and Property**

**Accountable to: Senior Engineer / Senior Engineer Highways**

**Grade: G Competency Level: 2**

**JE Code: JE1119**

**Date: October 2019**

**Purpose of job**

To understand and apply Corporate and Service requirements related to the highway network and in relation to construction works and to lead in the control of site safety and quality control on construction sites.

To monitor and check all highway improvement, new build and maintenance projects during construction phases.

To ensure compliance with MKC Corporate process and procedures

**Key Objectives**

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| 1 | To assist in the implementation of multiple projects and programmes of highway construction work within timescale, budgetary constraints and any contract conditions and corporate governance. |
| 2 | To ensure that a consistently high standard of quality control and supervision is maintained for each contract, by site reviews with due regard to construction, health and safety legislation. |
| 3 | To ensure that effective client contractor relationships are maintained in order to meet the requirements in the contract for partnership working and continuous improvement in service delivery. |
| 4 | To assist the Senior Engineer with specification and material checks as specified and in accordance with the contract. |
| 5 | To monitor and record contractors work/performance and to ensure that work elements are constructed in accordance with the contract drawings and specification. |
| 6 | To identify site technical problems and prepare, evaluate and recommend options and costs together with relevant drawings and/or documentation to the Senior Engineer. |
| 7 | To prepare and present project information, briefs and reports both technical and non technical to a range of audiences. |
| 8 | To ensure compliance with Standing Orders, Financial Regulations, governance and legislative requirements. |
| 9 | To assist in the implementation of good health and safety practices in line with legislation, with an in depth practical knowledge of Construction, Design and Management regulations. |
| 10 | To provide ‘value engineering’ solutions to highway infrastructure projects during implementation stages. |
| 11 | To assist in developing, assessing and achieving performance measures at project/service specific level. |
| 12 | To liaise with customers and stakeholders in a professional, responsive and focussed manner. |

**Scope**

Responsible under direction of the Senior Engineer / Senior Engineer Highways for;

Assisting in the management, planning and supervision of highway infrastructure and maintenance schemes with the Term Service Contractor, sub contractors and external contractors.

To monitor site works for highway infrastructure schemes including bridge, drainage, street lighting maintenance and new build, to ensure that the quality of the work complies with the contract / approved drawings and the specification.

To monitor the performance of the Contractor on individual schemes and work programmes and to monitor and manage compliance with contractual conditions. To respond to and implement any contract, or to escalate issues to the Senior Engineer as required, to ensure on going performance, quality, programme and finance requirements are met.

To assist in and have an awareness of project finances and to understand the financial relationship with contractual requirements and compliance with MKC corporate procedures. To reasonably highlight any financial issues to the Senior Engineer as required.

To apply specialist technical knowledge in the field of highway engineering to advise, instruct, recommend and monitor the design and construction of highway projects. On occasion to use this specialist knowledge to produce reports and information briefs for use corporately and or in communication.

To assist in the monitoring of the contractual requirements of the Highways Infrastructure Term Service Contract in line with MKC Council objectives and the Contract Objectives.

Ad hoc management of agency support staff as required. Co-ordination with associated technical teams within Highways (Bridges, Street Lighting, Traffic Management) to programme and implement their planned works through the Term Service Contract.

To assist in budget monitoring through the Term Service Contract of approximately £10m per annum

The post holder is required to assist with the planning, management and monitoring of this budget through the supervision of contractors on site. Completion of measures and agreeing valuations.

Frequent Out of Hours working and routine daily construction site visits. The post requires flexibility in work location and will require working from site offices on a regular basis

**Work Profile**

Responsible for assisting with the planning, management, co-ordination and implementation of highway infrastructure and maintenance projects and programmes in line with allocated budget and corporate procedures.

Accountable day to day monitoring of contractor performance on site and maintaining quality standards in accordance with contractual conditions and Service requirements.

Accountable for day to day monitoring of Contractors in line with corporate objectives and contract requirements, including budgets, KPIs and partnering.

Responsible to assist the Senior Engineer with agreeing final accounts and any contractual claims resulting from the works in accordance with the contract conditions and the allocated budget.

Responsible to engage in and apply Quality Systems, processes and procedures in place to ensure that the contract and contractors can be managed effectively and efficiently.

Responsible to provide performance, progress and reporting data for use by senior managers to monitor the service area and the Term Service Contract.

Responsible for effective communication and engagement with key stakeholders, members of the public and external organisations.

Accountable for managing and monitoring Health and Safety Standards and ensuring compliance with related legislation, and with particular regard for safe construction practices, and safe implementation and maintenance of traffic management on the public highway..

Responsible to assist the Senior Engineer in accordance with the current CDM requirements for highway infrastructure schemes in consideration of the statutory requirements of the Construction Design and Management Regulations.

Responsible for continuous improvement in contract supervision with regard to own role, to include development planning, training plans and the design and implementation of improved practices and procedures.

The post holder may from time to time be required to plan and implement recruitment exercises to support ongoing service delivery.

## It will be necessary for the post holder to adopt a flexible approach to this role and the deployment of resources. The post holder is also required to undertake and record ‘Continuous Professional Development’ as recommended by the Institution of Civil Engineers or equivalent professional body.

The post holder will be required to communicate and consult with Elected Members, Officers of Milton Keynes Council and other local authorities, Parishes, citizens and their representative groups, Contractors and external organisations.

To undertake duties commensurate with the grade as required for service delivery

To provide assistance across the Authority, to work on tasks and projects consistent with existing level and responsibility where business needs require.

Responsible to represent the interests of the Council as required.

Will be required to undertake work outside normal hours, principally to supervise site works but this may also include attendance at meetings.

The ability to drive is a requirement of this role. The post holder will be required to travel around the Borough on a daily basis.

**Job Context**

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| Head of Highways | |
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| Development and Network Manager / Strategic Asset Manager | |
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| Team Leader Traffic and Development / Team Leader Highways | |
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| Senior Engineer / Senior Engineer Highways |
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| Clerk of Works |
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**PERSON SPECIFICATION**

**In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder’s knowledge and skills should be specified**

**Awareness** some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

**Significant**  knowledge and skills gained through practice and/or qualification sufficient to fulfill the role requirements

**Extensive** knowledge and skills gained through practice and/ or qualification to fulfill the role requirements and contribute to training others and developing policy and practice in the work area

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| **PERSON SPECIFICATION** | **Examples specific to role** | **Required** | | **Level** | | | **Method of Assessment application form, interview, testing, reference** |
| **Essential** | **Desirable** | **Awareness** | **Significant** | **Extensive** |
| **SKILLS AND KNOWLEDGE**    **Technical knowledge and qualifications** | **Experience**   * Practical experience of the supervision and monitoring of highway contractors during construction works * Experience in engaging with clients, general public and their representatives to discuss, develop, resolve and implement solutions * Significant practical experience of contract management and procurement, (NEC3 preferred) * Experience of claims management in a contract environment * Experience in the application of CDM regulations   **Knowledge**   * In depth knowledge of highway construction practices * In depth knowledge of highway construction materials * In depth knowledge of highway maintenance operations * Highways Act 1980 * New Roads and Streetworks Act 1991 * Construction Design and Management Regulations * In depth knowledge of Highway Contracts including specification and price lists * Conditions of Contract NEC suite (essential), ICE and JCT (desirable)   **Qualifications**   * HND/HNC in Civil Engineering or related discipline * Relevant City and Guilds Qualification or demonstrable equivalent related to practical engineering construction work * MICWCI Member of the Institute of Clerk of Works and Construction Inspectorate of GB, or equivalent professional qualification, and or demonstrable extensive relevant experience. * Driving licence   **Certifications**   * IOSH Managing Safety * Risk management * CDM * Chapter 8 (inc. Sector 12) * CSCS Supervisor card | x  x  x  x  x  x  x  x  x  x  x  x  x  x  **x**  **x** | x  x  xx  x  x |  | x  x  x  x  x  x  x  x  x | x  x  x  x  **x** | A/I/T  A/I/T  A/I/T  A/I/T  A/I/T  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I  A/IA/I  A/I  A/I  A/I  A/I  A/I  A/I  A/I |
| **Planning and organising work** | * Demonstrable experience of and ability to reschedule and reprioritise workload to ensure targets and deadlines are monitored and met. * Ability to prioritise own workload in order to achieve programme and project objectives and to meet ongoing customer expectations | x  x |  |  | x | x | A/I  A/I |
| **Planning capacity and resources** | * Experience of “Performance Management” in terms of self and contractors. * Experience in the application and operation of “Quality Systems” and Equal Opportunities. * Ability to plan and implement workload effectively in order to achieve delivery targets. * Ability to organise daily tasks around contractor programmes to ensure optimisation of supervision relevant to site works and maintenance of quality outputs | x  x  x | x |  | x  x  x | x | A/I  A/I  A/I/T  A/I/T |
| **Influencing and interpersonal skills** | * Effective communication, consultation and engagement with clients, general public, elected members, their representatives and team members. * Proven ability to prepare and present clear, informed reports to a wide range of audiences. * Advise on and resolve technical, financial and contractual problems in highway infrastructure schemes. * Proven ability to manage stakeholder expectations in line with deliverables. * Proven negotiation skills in dealing with stakeholders, contractors and external partners to achieve a ‘win win’ outcome. | x  x | x  x  x |  | x  x  x  x | x | A/I/T  A/I  A/I  A/I  A/I |
| **PROBLEM-SOLVING**  **Using initiative to overcome problems** | * Proven ability to think ‘outside of the box’ in problem solving * Proven ability to analyse problems and using specialist knowledge identify a range of options, providing a reasoned recommendation for the solution * Proven ability to respond to site issues in a reactive manner, making immediate decisions and or escalating as appropriate * Proven ability through instruction and negotiation to deal with contractors when carrying out duties | x  x  x  x |  |  | x | x  x  x | A/I  A/I  A/I  A/I/T |
| **Managing risk** | * Awareness of risk management and its application * Ability to analyse risks in the monitoring of projects and to assess and manage those risks * Proven ability to identify work place risk and to put measures in place to reduce ongoing risk * Proven ability to manage contract risk and apply mitigation measures to manage risk through the contract | x  x  x | x | x | x  x | x | A/I  A/I  A/I  A/I |
| **Managing change** | * Able to engage in change | x |  |  |  | x | A/I |
| **ACCOUNTABILITY and RESPONSIBILITY**  **Undertakes tasks without supervision** | * Responsible to assist in the management of highway contracts * Responsible for the monitoring of contractors and site works * Responsible for the management of programmes and projects * Ability to monitor budgets * Able to work on own initiative and to take a pro-active approach to work | x  x  x  x | x |  | x  x  x | x  x | A/I  A/I  A/I  A/I  A/I |
| **Managing people** | * Commitment to personal development, to include development plans, training and identification of opportunity. * Committed to equal opportunities, understanding and application of related policy | x  x |  |  |  | x  x | A/I  A/I |
| **Managing financial resources** | * + Experience of monitoring contract budgets   + Knowledge, understanding and application of corporate project governance procedures   + Knowledge of corporate procurement rules and their application. |  | x  x  x |  | x  x  x |  | A/I  A/I  A/I |

**COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s core competency requirements, Leading Change, Focus on the Customer, Team Working, Delivering Performance, Motivation, Managing Resources.**

**CORPORATE SAFEGUARDING STATEMENT – All post holders must be committed to applying and upholding the Council’s Corporate Safeguarding Policy Statement. Specific safeguarding responsibilities should be detailed in this document.**

**Other information e.g.**

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.**

* able to travel to meet service delivery requirements – driving licence required
* available to undertake work outside of normal working hours
* required to undertake duties commensurate with the grade as required for service delivery

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| **Signed Job holder** | **Signed Line Manager** | **Signed Assistant Director** |  |
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| **Print Job Holder** | **Print Line Manager** | **Print Assistant Director** | **Date** |