

Job Pack

Clerk of Works



Lewes District Council



Working in partnership with Eastbourne Homes

Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

Job Description

Post Title	Clerk of Works
Department	Service Delivery
Division	Homes First
Grade / salary	Band E
Reports to	Asset Investment Manager
Date prepared	September 2022

Job Purpose

To provide support to a team of Project Surveyors and ensure the Councils' interests are protected by inspecting the workmanship, quality and safety of major repair and improvement projects on site. Ensure the Councils' design brief and standards for construction work as set out in the contract documents are implemented to deliver required outcomes for tenants, shared owners and leaseholders.

Key Tasks

1. Assist the Project Surveyors with pre-validation inspections and collection of measurements for the pricing schedule.
2. Ensure specifications and designs are fit for purpose for their intended application and environment making recommendations where appropriate for alternative materials or installation methods.
3. Attend pre contract meetings, progress meetings, snagging inspections, handover meetings and defects liability inspections.
4. Ensure the clients requirements set out in project drawings, prelims, preambles, specifications and schedules of work are understood by the construction team and the desired outcomes are delivered.
5. Carrying out regular scheduled and non-scheduled site inspections to undertake visual inspections of works that are in progress, works that are at completion stage, or at the end of defects liability periods.
6. Taking site measurements and samples to ensure that the workmanship and materials being deployed by the supply chain meets the quality and design standards set out in the contract documents and building regulations.
7. Have a good working knowledge of Health and Safety requirements for construction and in particular The Construction (Design and Management) Regulations 2015. Bring any shortfalls identified to the attention of the Contractor and Project Surveyor.
8. Investigate all accidents and health and safety incidents and where necessary suspend or prohibit operations from continuing until satisfied conditions are safe for doing so.
9. Maintain and issue weekly reports for all active projects. Produce performance data for inclusion in reports to boards and committees. The format and content for each report is to be agreed with the Project Surveyor and Asset Investment Manager at pre contract stage.

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10. Notify the Project Surveyor & Asset Investment Manager of works not meeting design or specification standards. Ensure the Project Surveyor issues the appropriate notices to ensure adequate remedies are achieved to resolve problems.
 11. Check that progress is maintained in accordance with contract programme and advise the Project Surveyor & Asset Investment Manager of any likely delays and extensions of time.
 12. Support the team in the raising of orders, preparing valuations, logging certificates and 'goods received'. Analyse all contract notices, variations and certificates issued to the Contractor by the Project Surveyor.
 13. While retaining independence from contractors and consultants work collaboratively with the whole construction team to achieve outcomes that deliver quality and value for money for the client, tenants and leaseholders.
 14. Take a pro-active approach to solving problems and oversee the contract administrators' deployment of dispute resolution processes to achieve remedies where other options have been exhausted.
 15. Provide technical support to non-technical staff and the customer contact centre as and when required.
 16. Ensure contract documents are maintained and correctly managed and on completion of each project check project files and health and safety files to ensure they are complete.
 17. Undertake such other duties as appropriate to the grade and designation of the post as required by the Head of Property Services – Homes First.

Corporate Accountabilities

- 1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.**
- 2. To promote a culture that is supportive of the Councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations**
- 3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities**
4. To understand and apply the council's Data Protection and Data Quality policy and procedures
- 5. Any other duties commensurate with the nature of the post.**
- 6. You will be required to support Eastbourne Borough and Lewes District Councils' corporate priorities and to ensure business continuity e.g. emergency response, elections, deployment to critical services.**
7. To work within the councils' Core Competencies Framework. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision – Shaping the Future	<ul style="list-style-type: none"> • Understands the Council's purpose, goals, objectives and values, and is willing to behave consistently with them. • Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none"> • Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally. Works positively to gain understanding from others.
Driving Improvement, Performance and Results	<ul style="list-style-type: none"> • Takes responsibility and ownership for decisions, actions and results. • Takes actions to improve skills, knowledge and level of contribution. • Seeks and delivers high standards for self, team and Council.
Self Management – self motivated and professional	<ul style="list-style-type: none"> • Is organised and uses time and technology efficiently. Adopts a flexible approach to change.
Delivering for our Customers	<ul style="list-style-type: none"> • Demonstrates a desire to identify and give priority to meeting the needs of internal and external customers, generating high levels of customer satisfaction.
Working Together	<ul style="list-style-type: none"> • Actively contributes to team working, sharing information, valuing the input of others. Works cooperatively and is committed to building productive, positive relationships. • Demonstrates commitment to achieving overall team objectives.

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION FOR CLERK OF WORKS

QUALIFICATIONS

Essential <ul style="list-style-type: none">• GCSE or equivalent English & Maths• Recognised Building/Technical Qualification such as degree / diploma in building surveying, estate management, facilities management or substantial site management experience.	Desirable <ul style="list-style-type: none">• Membership of relevant professional body i.e. ICWCI, CABE, CIBSE, CIOB• Continuous Professional Development CPD• CSCS Card
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TRAINING

Essential <ul style="list-style-type: none">• Health and Safety (related to construction)• Construction (Design and Management) Regulations 2015• Asbestos Awareness	Desirable <ul style="list-style-type: none">• Asbestos Management
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SKILLS & ABILITIES

Essential <ul style="list-style-type: none">• Effective Communication skills (oral and written)• Excellent inter-personal skills including being persuasive whilst diplomatic• Financial awareness• Customer focus• Effective time management• Excellent team player• Ability to spot defects and specify remedies• Ability to work under pressure and meet targets/deadlines• Able to use Microsoft Office, Outlook, Word and Excel applications to a reasonable standard	Desirable <ul style="list-style-type: none">• Commercial Awareness
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KNOWLEDGE

Essential <ul style="list-style-type: none">• Knowledge of building and construction• Designs for traditional and non-traditional housing.• Building Pathology• Health and Safety including CDM Regulations• Building and Planning Regulations• Construction methods, materials and standards	Desirable <ul style="list-style-type: none">• Equality and Diversity• Statutory compliance relating to occupied rented housing
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<ul style="list-style-type: none"> • Contract law and standard forms of contract such as JCT 	
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EXPERIENCE

<p>Essential</p> <ul style="list-style-type: none"> • Supervising standards on refurbishment projects • Working as part of a design and construction team • Negotiating settlements through dispute resolution procedures • Recommending alternative materials and methods • Undertaking methodical and detailed site inspections • Compiling weekly progress reports for contract administrators and client. 	<p>Desirable</p>
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PHYSICAL, LEGAL AND OTHER REQUIREMENTS

<p>Essential</p> <ul style="list-style-type: none"> • Willingness to work within the councils' Core competency frameworks • An engaging, enthusiastic and positive manner with a strong "can do" approach • Able to travel throughout the Lewes & Eastbourne Districts. • Able to climb ladders and scaffolding • Ability to work out of hours to deal with out of hours contractor queries and to take part in the out of hours emergency stand by rota 	<p>Desirable</p>
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All staff must be prepared to have an understanding of the Equal Opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Eastbourne Borough Council.

Duration

This is a permanent contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded Band E.

Salary

The spinal column points (SCP) for the post are as follows:

SCP 25	£30,095	SCP 31	£35,336
SCP 26	£30,984	SCP 32	£36,371
SCP 27	£31,985	SCP 33	£37,568
SCP 28	£32,798	SCP 34	£38,553
SCP 29	£33,486	SCP 35	£39,571
SCP 30	£34,373	SCP 36	£40,578

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Place of Work

Your normal place of work will be from home, but you may be required to work anywhere within the Lewes District and Eastbourne Borough boundary. However, the Councils can support remote working and anticipate that, further to induction and training, presence in the office or, if applicable, for site visits or other council activity, will be occasional.

Agile Working

Many of our roles are suitable for remote working and staff are provided with the equipment to do this safely and effectively.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Essential User Car Allowance

In order to perform your duties, it is essential that you have available the use of a motor vehicle and, therefore, you will be paid an essential user car allowance. This allowance is reviewed annually and may be withdrawn or amended if the circumstances in which it is granted change.

You will be entitled to mileage as an essential user on official council business.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 25 days. This increases to 29 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of two calendar months, to be given by either side.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government's standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2022 are:

Pay Range	Contribution
Up to £15,000	5.5%
£15,001 - £23,600	5.8%
£23,601 - £38,300	6.5%
£38,301 - £48,500	6.8%
£48,501 - £67,900	8.5%
£67,901 - £96,200	9.9%
£96,201 - £113,400	10.5%
£113,401 - £170,100	11.4%
More than £170,101	12.5%

The pay ranges will be increased each year from 01 April in line with inflation.

Based on the salary for this role, the contribution will be 6.5% increasing to 6.8% at SCP 34