



<b>Job Title</b>	<b>Clerk of Works / Quality Control Inspectors Construction – Various Disciplines</b>	<b>Date</b>	<b>Nov 2017</b>
<b>Responsible to</b>	<b>Director (Construction Quality Control)</b>	<b>Prepared by</b>	<b>RFV</b>
<b>Responsible for</b>	<b>N/A</b>	<b>Location</b>	<b>England: London, South &amp; South West Scotland: Central Belt, Edinburgh &amp; Glasgow</b>
<b>Salary Scale</b>	<b>£ Negotiable on fixed term contract depending on experience</b>		

**Key Functions of Role**

This position will involve (as a minimum):

- Representing the Company as a key Client contact on site.
- Acting as a key interface between the GHPC Group Management, Admin Teams, Client, Project Management / Employers Agent to deliver projects in line with the Client’s remit, programme and budget.
- Liaising with Designers, Suppliers, Contractors, Sub-Contractors and Site Management Teams and maintaining good working relationships with all parties to achieve quality, defect-free completed units fit for occupation, along with satisfied Clients and residents.
- Having the capability and experience as part of the Construction Quality Control team throughout project involvement, from inception to completion, (with support from Director / Line Manager, GHPC Directors and other team members as necessary) including attendance on-site and at meetings where required by Client / EA.
- Playing a pivotal role ensuring all works are carried out in accordance with drawings, specifications for each project.
- Undertake regular inspections ensuring that all stages of construction are monitored and inspected for quality and are in fully compliant, liaising with appropriate parties, monitoring construction phase, in line with the relevant Client / EA requirements.
- Where defective works or materials are found raise the necessary paperwork (Direction / Site Observation) to ensure that these are fully recorded with all observations raised being checked and signed-off once works have been completed to a satisfactory standard.
- Maintaining daily site diary to document and record site activities.
- Preparing weekly reports covering all activities during week, using company systems and templates / pro-formas, distributing completed reports to appropriate parties including GHPC Group office.
- Maintaining accurate photographic records.
- Working with all involved parties to develop expert and creative solutions to challenging construction problems, where off-the-shelf solutions will not suffice.
- Ensuring that knowledge is kept up to date, in terms of new materials, construction methods, legislation and anything else related to the role – in particular developing “key skills” and “specialist knowledge base”. Subsequently sharing knowledge with other colleagues to ensure corporate intelligence is consistently maintained.
- Reviewing and becoming familiar with the Contract Documentation, including but not limited to, drawings, schedules, specifications, method statements and the like as revised and updated during the construction phase of the project.
- Acknowledging that the Clerk of Works / QC Inspector has no powers to instruct any work or to cause any delay to the works.
- Informing the PM/EA and Main Contractor immediately (and in writing within 24 hours) of any non-conformities or problems arising. Any Clerk of Works Direction / Site Observation must be issued in writing to the PM/EA within 24 hours of it being given.
- Notifying the PM/EA and Main Contractor immediately and in writing of any concerns in respect of site housekeeping, working practices or Health & Safety. Recording on weekly report.
- Recording all details considered to be relevant to contracts and record on report.
- Maintaining a register of drawings. Check same for discrepancies and refer to PM/EA. All drawings should be cross checked with all other relevant consultants’ drawings.
- Witnessing such tests and provide comments on test results as required by the contract documents and PM/EA and record the outcomes.
- Attending relevant site meetings, including daily, weekly or monthly Progress Meetings unless advised otherwise by the contract documents and/or the PM/EA.
- Producing reports in advance of regular project site meetings in a format to be agreed with the PM/EA.
- Liaising and co-ordination of duties with the Architect, Structural and Services Engineers and specialist advisors under the direction of the PM/EA.
- Promoting all services currently offered by all Group companies to all Clients.
- Any other duties as reasonably required by the Company.



### Key Attributes for Post Holder

- A relevant qualification (BEng, BSc, HND, HNC, BTEC or equivalent) is preferred as well as an eagerness to work towards a formal professional qualification / membership (CIOB, RICS, MStructE, MICE, CEng, ICWCI, etc). Alternatively a significant and proven experience of the physical built environment and construction processes may be acceptable for this role. All applicants must hold a valid CSCS card.
- An excellent understanding of the Building Regulations, building technologies and legislation, and industry practices together with the ability to interpret and apply technical theory and Building Regulations to practical situations.
- Previous experience and proven track record in similar role + good understanding of Health & Safety requirements in construction.
- Ambitious, enthusiastic, self-motivated individual able to work independently and unsupervised. This role will require a confident individual who has the ability to develop and maintain relationships with a wide variety of personalities and professional bodies during projects.
- IT literate and competent, experienced user of general Microsoft Office software. Must have a confident attitude towards the use of technology.
- Integrate well as a team member and generally possess a flexible attitude to work.
- Excellent organisational skills and the ability to prioritise workload with flexibility to multi-task. Excellent presentation, report writing and communication skills.
- Smart appearance and a desire to develop personally along with the Company. A common sense approach to business and Client requirements.

### Qualifications / Experience Required

The ideal candidate will be a qualified and experienced Building / Fabric Clerk of Works / Mechanical & Electrical Clerk of Works with previous experience in the construction industry (Both Commercial / housing projects preferred but not mandatory) and should have appropriate construction knowledge, with membership of a relevant professional institution.

Candidates should have an understanding of the Building Regulations / good building practice as well as constructional design and current construction methods and legislation, together with excellent computer skills. You will be able to co-ordinate projects and have the ability to build on existing customer relationships as well as develop new ones. You will have excellent interpersonal and communication skills, local knowledge and contacts and a confident approach to dealing with situations which require careful handling and diplomacy.

The post requires strong organisational skills and the confidence to liaise with Project & Design Teams, Principal Contractors, Residents, Clients, Consultants, Site Staff and other staff on all levels. The candidate will be literate, numerate and self-motivated, able to manage and plan workload and add value to the Company in developing Client and Consultant relationships and new business opportunities. It is vital that candidates are both technically and commercially minded as the business is currently undergoing extensive growth.

**A full clean UK driving licence is absolutely essential.**