

Clerk of Works

District/Department	Estates and Facilities Management	Rank/Grade	Band E
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Role purpose:	The post holder will be the key liaison between South Yorkshire Police and its appointed Construction Partners. They will lead on delivering Quality Management of the Construction process, Construction Site Health & Safety and ensure delivery of programmes on time and on budget, working as part of a team of professional and technical staff to ensure the property portfolio is efficiently and effectively managed.
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Summary of Main Duties:	
<p>Continuously monitor work on site in accordance with the Contractors Method Statements and the Construction Health and Safety Plan, and endeavour to ensure the safety of all persons affected by the works. Promptly report breaches to contractors and consultants in written form. Undertake scaffolding inspections</p> <p>Maintain and issue weekly progress reports for all visits to the Project Lead/Manager, including weather instructions, amendments, labour force, quality, Health and Safety, test results.</p> <p>Attend site meetings and advise of difficulties being encountered or likely to be encountered.</p> <p>Make recommendations both orally and in writing about any aspect of the works including quality which do not conform to the plans, specifications or schedules of works and other documentation that might be unsatisfactory for any other reasons of designs, work or cost. Refer recommendations to the Project Lead/Capital Works Manager for a decision on further instruction.</p> <p>Examine, as far in advance as possible, all contract documents and drawings on individual schemes for discrepancies. Attend pre-contract meetings. Report on the contractor's anticipated building programme and on the performance of contractors and external consultants.</p> <p>Check that progress is maintained according to the building programme and advise on any likely cause for delay to the relevant project.</p> <p>Where approval samples are available, compare work carried out against samples and ensure that it's consistent with the original. To also prepare and attend snagging inspections and advise the scheme's project lead prior to the issue of completion. Ensure that schedules of defects after handover are maintained, and their rectification before the expiration of the defects liability period.</p> <p>To liaise with consultants, technical staff and all stakeholders as necessary to foster co-operation and provide a properly co-ordinated service to clients to ensure projects, both pre and post contract, run smoothly and objectives are achieved. Develop new policies and procedures as required in relation to this area of expertise.</p> <p>To provide full support and assistance to the Head of Joint Estates and other Senior members of the team as required including attending meetings, liaising with District clients, Departmental Senior Leadership Teams and Command Teams to scope and inform projects and requirements in line with Force and Departmental priorities across the Force estate.</p> <p>Provide support in the management, monitoring and control of financial budgets.</p>	

Contribute and adhere to standard procedures, operational practices and provide full support in the setting up of revised working practices.

Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.

Any other duties and responsibilities, which do not change the character and purpose of the post as, may be required relevant to the efficient running of the Department.

Competencies/behaviours

Competency

<https://profdev.college.police.uk/competency-values/>

CVF Level

Level 1 – Practitioner

Level 2 – Supervisor/Middle Manager

Level 3 – Senior Manager/Executive

We are emotionally aware

2

We take ownership

2

We are collaborative

2

We deliver, support and inspire

2

We analyse critically

2

We are innovative and open-minded

2

Core values for ALL employees:

Integrity

Impartiality

Public Service

Transparency

Experience, Education and Skills:

Essential Criteria (used for short-listing):

Possession of a property related qualification minimum HNC level and either possess or be working towards membership of the Institute of Clerk of Works & Construction Inspectorate ICWCI or other relevant Institution, e.g. CIOB, RICS

Experience of working on a variety of Construction sites and familiar with managing sites in relation to the administration of the CDM regulations and the Building Regulations

Experience of delivering construction projects ensuring quality management and health & Safety is at the centre of the process.

Producing technical reports, attending meetings and representing the Force at client meetings

Working knowledge of built environment, health and safety and sustainability legislation and compliance requirements relevant to estate management work.

Knowledge and experience of budget preparation and monitoring.

Able to travel throughout the Force area.

Utilising a range of ICT systems and applications.

Desirable:

NEBOSH or similar Health & Safety Qualification

Construction Industry Scaffolders Record Scheme (CISRS) or PASMA qualified for temporary access towers.

Basic knowledge of the structure and strategies of a police environment.
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Previous experience of working with external agencies in a partnership capacity with the ability to represent the Department within the Force to other external agencies.

An understanding of the public sector financial and procurement regulatory framework
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