## Person Specification

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| **Job Title** | Clerk of Works |
| **Grade** | PO1 |
| **Service/Section** | Repairs and Investment |
| **Directorate** | Housing |

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview
**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

| Criteria | Method of Assessment | Essential/ Desirable |
|---|---|---|
| **Knowledge and Experience** | | |
| Membership of Institute of Clerks of Works<br>**Or**<br>Previous Building inspection experience. | AF/I | E |
| Knowledge and experience sufficient to identify good quality and defective work/ materials and take appropriate action to rectify deficiencies ensuring that works are being carried out in accordance with Councils polices and Standing Orders. | AF/I | E |
| Experience of multi-contract regeneration construction projects. | AF/I | E |
| Ability to keep updated with changing regulation | AF/I | E |
| **Skills and Abilities** | | |
| Demonstrable ability to monitor the progress of contractors, keep accurate records of contracts and to write reports on progress. | AF/I | E |
| The ability to monitor works in accordance with Construction Health & Safety legislation and take appropriate action to rectify bad practice. Submitting factual reports relating to good and unsafe practice. | AF/I | E |
| Ability to deputies for the building surveyor and make decision to ensure smooth project delivery | AF/I | E |
| To be familiar with and understand both Traditional and Partnering contract documentation. | AF/I | D |
| Demonstrable ability to use information technology and MS Office. | AF/I | D |

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| Ability to use IT suites such as MS Office/Excel | AF/I | D |
| The ability to liaise with Statutory bodies, public utilities, along with other interested parties, which may include other Council Departments. | AF/I | D |
| Demonstrable excellent written and verbal communication skills, the ability to establish and maintain good working relationships with staff at all levels, Constructors, residents and interested parties. | AF/I | D |
| **Equal Opportunities** | | |
| Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. | AF/I | E |
| **Other Requirements** | | |
| Demonstrable understanding of Customer Care practice and ability to deal constructively and sympathetically with the public by phone and in person. | AF/I | D |
| Be physically fit, able to climb ladders and be comfortable to work at heights. | AF/I | D |
| Current clean driving licence and ownership of a car/motorcycle. | AF/I | E |

Jan 24