

# Role profile

<b>Job title:</b>	<b>Clerk of Works</b>
<b>Grade:</b>	<b>CP</b>
<b>Discipline:</b>	<b>Architecture &amp; Design</b>

## Role purpose:

The Clerk of Works will be responsible for managing site construction and contract management of designated architectural design and construction projects.

## Accountabilities:

- 1) Provide technical support to enable major architectural design and construction projects and schemes to achieve required quality standards.
- 2) Interpret project documentation, including drawings and undertake site inspections, surveys and audits so that designated building and construction works conform to specifications, designs and contracts.
- 3) Project manage small and/or rectification construction projects, taking responsibility for all aspects of the contracts and delivery to meet and manage customer expectations.
- 4) Monitor the capital and revenue budgets for specific construction projects, ensuring best value is achieved.
- 5) Carry out risk and hazard assessments ensuring compliance with Health and Safety regulations.
- 6) Responsible for identifying new business opportunities.
- 7) Fee earning at 90%, and contribute to the achievement of business plan objectives and targets.
- 8) This role requires frequent travel to other offices and sites .
- 9) Carry out duties appropriate to the grade of the post .
- 10) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 11) Demonstrate personal commitment to the Norse Way CSR strategy.

## Qualifications:

- 1) HNC/HND or equivalent in a building or construction related discipline – Essential
- 2) Holds a current site card or is prepared to immediately attain – Essential
- 3) Membership of the Institute of Clerk of Works – Desirable

## Skills and knowledge:

- 1) Experience in a similar or related role – Essential
- 2) Proficient in the use of Microsoft Office Suite and AutoCAD – Essential
- 3) Familiar with relevant construction, health and safety legislation and risks and hazards associated with asbestos – Essential

## Competencies:

<b>Improving for excellence</b>	<b>Level 2</b>	<b>Commercial focus</b>	<b>Level 2</b>
<b>Drive for results</b>	<b>Level 2</b>	<b>Customer focus</b>	<b>Level 2</b>
<b>Effective decision making</b>	<b>Level 2</b>	<b>Managing positive relationships</b>	<b>Level 2</b>
		<b>Leadership and development</b>	<b>Level 1</b>

### General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

<b>Creation date:</b> 26 <sup>th</sup> October 2016	
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This role profile has been reviewed and validated by the Group Director – Human Resources.  
Last modified: 23<sup>rd</sup> December 2016