

Job Description

Post Title Clerk of Works

Role Profile	-	Specialist – BCP Band J
Service/Team	-	Transport & Engineering, Transport, Transport Development Management
Reports to	-	New Development Team Leader
Responsible for	-	N/A.
Number of posts	-	1
Post number	-	tbc
Career Grade	-	BCP Band J

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by the checking and inspection of construction works on site to ensure proper and safe implementation of highway and transport improvement schemes associated with new development.

Job Overview

To manage and provide advice on the Council's statutory obligations as Traffic and Highway Authority by checking and inspecting construction works on site for highway and transport improvement schemes associated with new development and ensuring their safe and effective implementation. To ensure compliance with approved design and specifications when the improvement schemes are implemented and agree appropriate traffic management measures are in place for safe function of the highway during construction works.

Key Responsibilities

To manage and provide advice in fulfilling the Council's statutory obligations as Traffic and Highway Authority to ensure the safe and effective construction of highway and transport improvement schemes associated with new development. To support the New Development Team with the following responsibilities:

- To provide expertise for the New Development Team that provides technical advice for all new highway infrastructure relating to both major and minor development that receives planning consent, to ensure a safe, sustainable and efficient highway network to and from such development.
- To lead general checking and inspection activities of highways construction works undertaken by or on behalf of the Council.
- To undertake inspections of construction highways works with the aim of ensuring that all works are undertaken in accordance with the Contract or other agreed arrangements relating to any particular works.
- Maintain records of all inspections and actions taken following each site visit.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

- Issue detailed instructions to contractors to cover safety matters and design details as required.
- Oversee condition surveys and inspections of highways and structures.
- To co-ordinate with the co-ordination of other staff, Service Units and external agencies.
- To lead the development and implementation of Council policies on construction matters including the efficient and effective delivery of construction works.
- To effectively manage a dedicated workload and be responsible for its delivery in accordance with cost, quality, and time requirements
- To ensure compliance with Council Standing Orders, Council Policies and other relevant contracts or agreements.
- To support the New Development Team to ensure that works carried out under such agreements are safe, fit for purpose and minimise future liabilities to the Council.
- To oversee Road Safety Audits during or post construction stages.
- To co-ordinate with other team members to analyse and identify issues and trends and identify solutions to improve effective delivery of New Development Team aims and objectives.
- To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements such as Health and Safety at Work Act and Data Protection Act.
- Undertake any other duties as required commensurate with the nature of the post.

Specific Qualifications and Experience

- Relevant degree (or equivalent experience).
- Relevant professional qualification – e.g., Incorporated Engineer (IEng) of the Institution of Civil Engineers, or similar professional qualification from organisations such as CIHT, CILT, or equivalent experience.
- Extensive proven track record of working on the public highways.
- Detailed knowledge of different forms of engineering contracts.
- An in-depth understanding of construction site procedures and protocols.
- Excellent knowledge of NRSWA and Chapter 8.
- Evidence of up-to-date detailed working knowledge and understanding of current highway construction techniques and an appreciation of how these can be applied to local situations using creativity and innovative interpretation.
- Good knowledge of ICT including Excel, Word, Outlook and other programmes relevant to the role.
- Substantial Knowledge and understanding of the most recent legislation applicable including construction, highways, transportation, traffic or engineering and Health and Site Safety issues.
- Provide complex and specialist advice on a range of issues relating to construction related work.
- Detailed knowledge of the work practices, processes and procedures (including legal and regulatory requirements and the risks of non-compliance) relevant to the service.
- Have an understanding of project management.

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Personal Qualities & Attributes

- Show commitment to test new ideas about the way things are done to recommend, create and implement more effective ways of working that will enhance construction site work.
- Use effective interpersonal skills to develop solutions to complex or contentious problems where there are a range of options and the information is unclear or conflicting
- Work in partnership with other areas to identify, recommend, and develop improvements to the efficiency and continuity of own area of work.
- Represent and promote the service to external organisations and local residents, providing specialist input and handling complex questions or contentious objections.
- Proactive approach to a complex and high-risk case load, considering in advance different project needs.
- Develop relationships with staff and people which will have a direct impact on the service and have an ability to work well with others.
- Make evidence-based decisions taking into account an assessment of risks, and without necessarily referring complex decisions to a manager.
- Excellent communication skills (oral and written) and be prepared to share ideas with others.
- Ability to plan and organise workload to meet deadlines whilst under pressure and in an environment of frequently changing priorities.
- Commitment to delivering a high standard of service in a local authority environment.
- Be self-motivated, pro-active and adaptable.
- Be able to work outside in all weather conditions.
- Ability to work at heights (e.g., to inspect the construction or external repairs to high structures or bridges).

Job Requirements

Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.