

Assistant Clerk of Works

Level:	Grade 5
Team:	Development
Line manager:	Development Manager Technical
Responsible for:	None

About the job

- Working under and with the guidance of the Clerk of Works, ensuring that development and regeneration projects are built to the highest standards in line with all current legislation and regulatory standards with building and site safety being paramount.
- Ensure efficient and effective programme delivery whilst complying with all relevant procedures and regulatory standards.

You'll be trusted to

- Monitor the quality of all materials and workmanship ensuring compliance with the building contract/development agreement and drawings/specifications. Carry out all snagging and technical inspections to ensure completion to the required standard.
- Follow procedures and processes to ensure new homes are delivered to a high standard.
- Adhere to the specification of the new homes working with internal and external stakeholders to ensure products chosen are robust and easily maintainable.
- Review all projects plans and contribute to the design development, including reviewing pre-contract drawings and documentation and draw attention in advance to any potential issues/problems. Attend pre-contract meetings as required.
- Monitor and evaluate site performance, methods of working, risks and progress against contract programme, reporting accordingly supporting the financial monitoring and forecasting of the development programme.
- Inspect all construction works and ensure compliance with the Contract, Building Regulations, CDM and Health and Safety regulations aligned with sector best practice.
- Work in close partnership with the contractor and consultancy team, to support the overall objectives of construction to time, cost and quality of the project.
- Make visits, as required, to the projects in contract, attending the site meetings and advising of issues or risks encountered or likely to be encountered.
- Make recommendations about any aspect of the works including quality, health and safety and adherence to technical standards which do not conform to the plans, specifications, and schedules of works or legislation.

- Keep accurate records on site and maintain precise and detailed reports and issue weekly updates for all visits, including but not limited to weather, instructions, delivery against programme, labour and any observations relating to Health and Safety.
- Arrange and attend the necessary mechanical and electrical mock up inspections.
- Ensure that all adoption inspections have been carried out together with all work for the final handover. Advise on any items of specification that have caused problems during the contract and defects period.
- Prepare and attend snagging inspections ensuring rectification prior to the issue of the Certificate of Practical Completion. Ensure that schedules of defects after handover are maintained and rectified before the expiration of the defect liability period.
- Identify snagging trends and patterns to prevent re-occurrence on future schemes. Support the relevant manager to undertake post scheme reviews adopting and promoting a continuous learning culture
- In conjunction with the Clerk of Works, attend end of defects snagging inspections and produce snagging lists. Inspect and sign off final defects works.
- Provide technical knowledge with advice from the Clerk of Works and assistance to colleagues and attend customer visits with the aftercare team where required.
- Liaise with local residents and stakeholders where necessary to ensure the high levels of customer satisfaction at all times.
- Support a professional Clerk of Works service on behalf of Vico Homes or any subsidiary in relation to the construction of new build properties and regeneration schemes aligned with the key strategic aims of the organisation
- Support the delivery and quality of Vico Homes 500+ homes per annum within the development programme.
- Provide and promote good customer service with both internal and external customers, ensuring a customer centric approach.
- Carry out any other duties as directed by the line manager that are appropriate to the grade and overall purpose of the job.

Who you'll work with

Internal: Vico Homes colleagues at all levels

External: Local Authorities, specialist consultants, other registered providers, energy suppliers and partners and contractors

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 3 of the Qualifications and Credit Framework or equivalent	✓		AF/CQ
A willingness to work towards CIOB Professional Accreditation or equivalent (with two years relevant working experience to achieve this)		✓	AF/CQ
Experience in a similar role	✓		AF/I
Ability to write reports and present information in different formats.	✓		AF/I
Knowledge in Construction New Build products and programmes.	✓		AF/I
Evidence of a customer focused approach to service users.	✓		AF/I
Excellent communication skills.	✓		AF/I
Ability to build effective working relationships with employees at all levels.	✓		AF/I
Hold a full valid UK driving licence with daily access to a vehicle and the ability to travel throughout the Vico homes operating area and to other locations as required on a daily basis.	✓		AF/CQ
The post holder may be required to work outside normal office hours on occasion	✓		I
Knowledge of New Build, development, acquisition and sales		✓	AF/I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification