

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Clerk of Works (COW) – Wave 2.1 SHDF Team
Service Area / Team	Housing Assets & Development / Wave 2.1 SHDF Team
Reports to	Project Manager Wave 2.1 SHDF
Post Number	TBC
Grade & Annual Salary	Grade F
Politically Restricted Post	No
DBS Requirement	Basic

JOB PURPOSE
<ul style="list-style-type: none"> • To act as the Clerk of Works in delivering the Wave 2.1 SHDF programme for the energy efficiency measures improvements of the Councils housing stock. • To ensure best value is obtained through accurate and efficient monitoring and management of contractors and consultants delivering the Wave 2.1 SHDF programme of work. • To ensure that all DESNZ and PAS 2035 KPIs and targets are met via effective management and oversight of contractor works. • To support the SHDF Delivery team and Project Manager in ensuring the Council's Housing Portfolio is maintained and improved to a high standard in compliance with PAS2035, Trustmark and Building Regulations. • To act as a point of contact for tenants, stakeholders and communities with regards to communicating, engaging and consulting with residents on all aspects of the FHDC Social Housing Decarbonisation fund (SHDF) programme. • To provide Clerk of Works knowledge and expertise to the Project Manager, RLO/Administrator ensuring that contractors and projects are monitored. • To liaise with contractors and installers employed to deliver the Wave 2.1 SHDF measures, reporting back to the Project Manager. • To provide information and advice on the quality and accuracy of contractors to the SHDF delivery team and Project Manager. • To undertake pre, mid and post install inspections to ensure quality control and adopt a zero snag approach, where possible. • To undertake post works inspections for all properties and produce written reports to the Delivery Team and Project Manager. • To produce snagging lists for presentation to contractors of a high quality to be relied upon for valuation and certification of works.

- To take ownership for the quality control of all installation works and implement early warning systems and notices to the Project Manager where contractor delivery fails to meet the high standards of the Council.

MAIN DUTIES AND RESPONSIBILITIES	Frequency
To be the Clerk of Works within the SHDF Team, with specific regard to Energy Efficiency works under the SHDF project – this project relates in Year 1 (2023/24) to; the retrofitting of selected Energy Efficiency Measures (EEMs) at 120 homes and 180 homes in Year 2 (2024/25) to improve the thermal insulation of the properties, to improve the current EPC rating to a minimum of 'C', address issues relating to damp and mould and achieve a modelled tenant bill reduction.	Daily
To inspect and monitor all installation works being undertaken by external contractors to ensure they reflect the high standards of the Council and meet SHDF, PAS 2035 and DESNZ KPIs.	Daily
To prioritise and report back to the SHDF Delivery Team including the Project Manager regarding all aspects of contractor works and installation methods.	Daily/Weekly
To respond to queries and complaints in relation to surveying and responsive maintenance matters.	Daily/Weekly
To provide information and advice in respect of building services directly related to EEM installations.	Ongoing
Ensure works and programme timelines are adhered to, reporting back to the wider SHDF delivery team.	Ongoing
Prepare accurate and detailed reports and snagging of works, providing estimated costs of works completed to support the Project Manager in valuation certification.	As required
Undertake inspections and prepare detailed written reports on findings with recommendations.	Daily when required
Ensure processes are in place that ensure quality control of the works, ensuring that there is an audit trail that demonstrates and records the inspection and approval (or not) of key stages of the works.	Monthly
Ensure that Health & Safety is paramount throughout the works safeguarding tenants, staff contractors and members of the public.	Daily/Weekly /Monthly

Ensure the contractors H&S plan is current and kept up to date. Ensure that a log is kept of all accidents and near misses which is reviewed at the monthly contract meetings.	
Ensure all contract documentation, specification, operating manuals, product guarantees are recorded on the appropriate data base <u>before</u> the final certificate is issued. Ensure that during the works appropriate colleagues are aware of the nature of the contract and contact numbers in the case of emergencies.	Monthly
Be available in the event of emergency either associated with the housing stock or its tenants or where housing plays an integral part in responding to a larger emergency.	As required

CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

ADDITIONAL INFORMATION

Responsibility for Staff (direct reports)	n/a
Responsibility for Staff (indirect reports)	n/a

NATURE OF CONTACTS	
Internal	<ul style="list-style-type: none"> • Employees • Managers & Lead officers • Corporate Leadership Team • Elected Members
External	<ul style="list-style-type: none"> • Tenants & Leaseholders • Tenant Representatives • Tenant families / friends • Public • Contractors • Community Safety partners • Social Services

Folkestone & Hythe District Council Person Specification

Post Title: Clerk of Works - Wave 2.1 SHDF Team

Important Information for Applicants:				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.				
	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> Relevant surveying, building, property related qualification to a minimum of HNC level, or relevant industry experience (i.e. minimum of 2 years) covering all or some of the following: CDM (Construction Design and Management) Compliance (Asbestos, electrical , fire, lifts, legionella, gas) Risk managements & mitigation Awareness of public contract regulations 2015, Awareness of Section 20 of the Landlord & Tenant Act 1985 	✓	✓	
	Clean full driving licence in order to undertake the post effectively.	✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> Relevant surveying/building/property related experience (minimum of 2 years) Knowledge of Energy Efficiency Measures. Sound working knowledge of construction and building installation works. Experience of working with contractors and undertaking site inspections/snagging reports. 	✓ ✓ ✓	✓ ✓ ✓ ✓	

	<ul style="list-style-type: none"> ▪ Knowledge and understanding of contracts, contracting relationships, contract management & relationship management. ▪ Knowledge and understanding of building technology, fault diagnosis and remedial action. ▪ Demonstrable experience as the employers agent managing standard forms of contract to deliver property, maintenance and investment related contracts within a public sector / social housing organisation or similar operating environment ▪ Good working knowledge of construction methods, building defects, building maintenance, asset management principles and the delivery of investment programmes ▪ Demonstrable repairs diagnosis experience and the ability to explain clearly to residents, contractors and colleagues specific work task requirements ▪ Experience of managing the performance of contractors to achieve high quality works ▪ Sound understanding of compliance with statutory landlord obligations and associated legislation and their impact upon investment programmes ▪ Detailed knowledge and understanding of contracting relationships, quality standards, construction H&S and relationship management ▪ Broad demonstrable experience of managing a variety of maintenance and service contracts operating within a continuous improvement and value for money context ▪ Understanding of procurement and contract mobilisation procedures. ▪ Demonstrable experience of delivering effective collaborative team working and building effective relationships with both internal teams and external customers and partners ▪ Experience and ability to work with mobile ICT and standard industry asset and contract data bases. ▪ Experience of operating MS Office software such as Microsoft Word, Excel and Outlook. 	✓	✓	
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