

Job Description



Job Title: Clerk of Works, Projects (Assets) Team	Service Area: Property	
Directorate: Inclusive Economy, Housing, Culture & Property	Post Number: Fusion	Evaluation Number: JE 7475
Grade: PO4	Date last updated: March 2025	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

- To oversee building, electrical and or mechanical work projects required by the Council's client departments.
- To ensure that the authority's interests are guarded during the construction process.
- To seek fee bids and appoint external consultants to design, prepare construction and tender documents and oversee works on site and dealing with contract matters on site.
- Reporting regularly to the Senior Quantity Survey and Project Manager on progress and costs.

- To ensure that all construction, materials and workmanship are in accordance with the contract documents and Contract Administrator's instructions.
- To issue instructions to the Contractor on matters relating to the standards of good building/engineering practice and to ensure that all works are carried out in accordance with the contract documents.
- To agree variations to the contract of a non-aesthetic, monetary or programme related nature as necessary on site.
- To maintain such records as are determined from time to time and must record site events, variations, measurements, day-work sheets, etc, as may be necessary for the information of the Contract Administrator.
- Supervise and co-ordinate a team where appropriate at various locations within the Borough.
- Undertake investigations/surveys of varied building types.
- Report, advise and make recommendations on a variety of buildings/constructions in support of maintenance or as part of a larger project.
- Required to use appropriate specialist equipment and software programmes accordingly.
- To comply with the Councils key initiatives relating to quality management frameworks, Health and Safety, Risk Assessment, Continuity Planning, DDA, compliance etc.

Job Summary

The role sits within the Projects (Assets) function of the Council's Property team, which is part of the Resources Directorate. Its focus is on the management and delivery of projects, in particular related to the responsibility of a Clerk of Works involved in the successful delivery of projects assigned to the Projects (Assets) Team.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Part of the multi-disciplinary team looking after a variety of construction and engineering projects, undertaking work on a range of activities, whilst employing a high degree of knowledge, skill and experience taking full responsibility for the implementation of the quality of works.
2. Responsible for working closely together with other sections/departments and contractors to achieve the delivery of projects/works often of a complex and contentious nature where the outcome may have a significant effect on the organisation, whilst achieving the highest standards and efficiencies and employing a significant degree of discretion.
3. Responsible for liaising with all internal staff, clients and external clients/customers involved in any process of the projects.

4. To contribute to the process of continual improvement as demonstrated by monitoring performance and ensuring the highest standard of service provision is achieved.
5. Provision of and delivery of quality services – ensuring a high level of service that is reflective of all customer needs and value for money.
6. Operates an ethos of joint working and operates across the board regardless of location.
7. Obtain costs from contractors as directed for various condition works to the surveying team.

To undertake all responsibilities listed below:

1. Responsible for ensuring the quality of workmanship and materials is incorporated in to contract works.
2. Responsible for ensuring that contract documentation is adhered to including safe methods of working, completion of works (stages) within time and cost requirements.
3. Responsible for maintaining accurate records of contractor activity, progress and resource allocation.
4. To assist the contract administrator in the planning, costing and organising of workload to ensure all targets are met in line with the clients' requirements.
5. Ensure excellent customer service and relations are maintained at all times as well as being flexible to ensure that the best service possible is delivered to a diverse range of customers.
6. Provide an organised and efficient service by ensuring all documentation and accounts related to individual projects are kept up to date.
7. Be part of the multi-disciplinary team looking after a variety of construction and engineering projects, undertaking work on a range of activities, whilst employing a high degree of knowledge, skill and experience taking full responsibility for the implementation of the quality of works.
8. Responsible for working closely with other sections/departments and contractors to achieve the delivery of projects/ works, often of a complex and contentious nature where the outcome may have a significant effect on the organisation, whilst achieving the highest standards and efficiencies and employing a significant degree of discretion.
9. Responsible for liaising with all internal staff, clients and external clients/customers involved in any process of the projects.
10. To contribute to the process of continual improvement as demonstrated by monitoring performance and ensuring the highest standard of service provision is achieved.
11. Responsible for ensuring compliance with the Council's policies which include Human Resources, Equality of Opportunity, Health & Safety, Compliance, DDA, Value for Money, Environmental and Business Planning Policies and statutory duties.

12. To assist and improve the technical development and performance of more junior staff.
13. Responsible for adhering to Contract Standing Orders and ensuring other team members do the same.
14. The post holder has no direct reports, but will manage a number of contracting staff.
15. Responsible for liaising project managers in the team and staff elsewhere in the Council on the financial and contractual management of projects.
16. To ensure that the authorities interests are guarded regarding all financial and contractual matters for the Projects Team.

Other Duties

- To uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council policies and procedures.
- To understand and comply with the Council's equal opportunities policy.
- To deal with Safeguarding issues that might arise in line with the Council's policies and procedures.
- Be aware of the Council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this.
- To treat all information acquired through your employment, both formally and informally, in strict confidence.
- Operates an ethos of joint working with other Council teams and external suppliers.
- The postholder will be expected to carry out such other reasonable duties which may be required from time to time.
- To attend range of meetings and panels as required.
- The postholder will be required to work up to 36 hours per week and occasional requirement to work outside 'normal' office hours/as required by their line manager.
- The role is delivered via hybrid working, ie office, on-site and working from home.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. 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, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

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CRITERIA- Essential	METHOD OF ASSESSMENT
KNOWLEDGE: • Full knowledge and operational oversight of ISO 9000 (Guidelines for Quality Management) • Full knowledge and operational oversight Design and Build Contract (JCT) in relation to Specialist Services • To have a good knowledge of construction and maintenance and design engineering. • Knowledge of services engineering design and specification, project management and planned maintenance and condition programmes.	Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview

• Knowledge of services engineering Statutory Regulations, Codes of Practice and British Standards. • Knowledge of building forms of contracts.	Application Form / Interview Application Form / Interview
EDUCATION/QUALIFICATIONS • Minimum entry BTEC Higher National certificate. • And/or demonstrable and detailed extensive knowledge of direct and related specialisms. • Institute of Clerks of Works and Construction Inspectorate qualification.	Application Form / Interview Application Form / Interview Application Form / Interview
SKILLS AND ABILITIES: • Ability to co-ordinate and lead on a number of projects at any one time. • Ability to co-ordinate the work of technical staff within the team, with other professional teams, both inside and outside the Projects (Assets) Team. • Ability to appoint, brief, direct and liaise with and monitor consultants. • Ability to plan and deliver projects and fees and to monitor and control costs at all stages. • Ability to contribute to budget preparations, to monitor and control costs and to ensure that services are provided in a cost effective and competitive manner in accordance with quality plans and within a framework of best value. • Ability to assist with staff recruitment, training, development, welfare and safety of staff within the service.	Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview
EXPERIENCE: • Implementing procedures for Self Certification of Works. • Checking that building regulations, health and safety and legal requirements are met. • Must be able to demonstrate experience and knowledge of refurbishment in relation to public sector buildings from inception to completion.	Application Form / Interview Application Form / Interview Application Form / Interview

PERSONAL STYLE AND BEHAVIOUR: • Ability to communicate with and direct, both verbally and in writing, other members of staff, other Council departments, area offices, working parties, external clients and agencies, contractors and consultants. • Ability to write technical reports. • Must be able to illustrate creativity in order to solve services engineering design and maintenance-related technical problems. • Ability to advise on the appraisal, selection, appointment and monitoring of contractors and sub-contractors. • Resilient. • Open, personable work style. • Team player will to work with and support other members of the team.	Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview Application Form / Interview
OTHER SPECIAL REQUIREMENTS: • The ability to work at heights, sometimes from ladders, to work in confined spaces which may have limited access. • Able to work occasional evenings and to ensure successful project delivery.	Application Form / Interview Application Form / Interview