### JOB DESCRIPTION Clerk of Works (CoW)

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<tr>
<th>RESPONSIBLE TO:</th>
<th>Senior Client Project Manager - AIEC</th>
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<td>RESPONSIBLE FOR:</td>
<td>The Clerk of Works will oversee delivery of the AIEC construction project works in accordance with the Client’s requirements.</td>
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<td>LOCATION OF ROLE:</td>
<td>AIEC Ltd Offices, Gogerddan, Aberystwyth</td>
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### JOB PURPOSE:

Aberystwyth Innovation and Enterprise Campus (AIEC) Ltd is seeking an enthusiastic and driven Clerk of Works on a part time basis fixed for 2 years. It is envisaged that working hours will be spread over part of every working day. A Principal Contractor and Consultant Team are appointed already and the joint Clients, Aberystwyth University and AIEC Ltd require a Clerk of Works, employed by AIEC Ltd, to ensure consistency of the Principal Contractor’s proposals with Client requirements and to supervise the works on site to completion. This is an excellent career opportunity to bring a multi-skilled approach to a dynamic Project Team, with key responsibilities within the delivery of the final, flagship building.

### KEY ACCOUNTABILITIES:

Reporting directly to the Senior Project Manager the role and based at the AIEC Ltd offices at Gogerddan, the CoW will oversee delivery of the AIEC construction project works in accordance with the Client’s requirements. This will involve monitoring the work of contractors and subcontractors and notifying the Client’s Agent (CA) and contractor of any potential issues so the CA may formalise such matters via an instruction, ensuring that work is carried out to the required standards, and making sure that plans and specifications are being followed correctly. The CoW will review the quality of works on site taking into consideration workmanship, building in accordance with the design/specification, overseeing the commissioning etc.

The CoW must have a good knowledge of the specific building type in hand and the design standards that apply to this (i.e. a laboratory building). The appointed person must be vigilant in their inspections of a large range of technical aspects of the work and must have a thorough knowledge of CDM and related construction H&S legislation. The individual must additionally be sufficiently experienced to understand, identify and execute the required testing of the works. This will be quite specialist, particularly the MEP installations. The CoW will be expected to inspect civil / structural and MEP installations.

The Project Multi-Discipline Design Team (MDDT) has been appointed direct to the AIEC Ltd, but will be novated to the contractor at main contract award. The designers will prepare residual contractor-design and AIEC Ltd wishes to retain an independent and knowledgeable resource that can assess and confirm the acceptance of residual contractor’s proposals. As such, the CoW will also carry out a Design Champion role requiring architectural and engineering insight, a full appreciation of construction-related technical standards (including Regulatory compliance) and the ability to challenge project costs, through the Cost Manager. The role is a validation one, providing assurance on the agreed and approved proposals, with no capability to instruct change to the project brief.

### Main Duties/Accountabilities – Clerk of Works element of the Role:

- Liaise with the Contractor’s supervisory personnel to ensure a full, current and accurate understanding of the delivery programme, and construction method/activities in progress.
- Attend and contribute to design team and site meetings.
• Agree joint quality control procedures with the constructor/contractor in accordance with Client’s Requirements and audit such procedures and records to ensure that quality control inspections are effective and efficient
• Identify work to be done and, subject to the prior approval of the Contract Administrator/ Client’s Agent, issue site directions to the Contractor.
• Undertake a trouble-shooting role, in consultation with the Contract Administrator/ Client’s Agent, regarding the investigation of defects and the organisation and direction of remedial works
• Maintain a critical but constructive relationship with the contractor’s supervisory staff
• Carry out duties to meet Health and Safety regulations, including CDM regulations on site and to monitor and instruct contractors/constructors on HS&E Practices
• Continuously monitor work on site in accordance with the Contractors Method Statements and the Construction Health and Safety Plan, and endeavour to ensure the safety of all persons affected by the works. Promptly report breaches to contractors and consultants in written form
• Carry out regular site visits to:
  o Ensure that materials, construction standards and site practices are satisfactory
  o Checks for component clashes
  o Prepare Health and Safety reports
  o Record and report outcomes to the Contract Administrator/ Employer’s Agent
• Such site visits to be coordinated in terms of frequency to occur at times offering the most benefit to the control and quality of the works
• Highlighting potential specification design issues for comments before they affect construction and programme
• Monitoring construction progress and quality of work. Check that progress is maintained according to programme and advise on any likely cause for delay
• Where approval samples are available, compare work carried out against samples and ensure that it’s consistent with the original
• Compose records of the works; index and file all drawings and correspondence
• Liaise with visiting inspectors (e.g. Building Control Officer, Drainage Inspector, etc)
• Supervise on site tests and keeping records
• Compiling on site records of activities, conditions & resources
• Compile site diaries and monitor sub-contractor attendance and day works
• Inspect finished work, prepare schedules of, and supervise, remedial works and provide certification of standards of work. Schedule snagging items and defects at practical completion and at the end of the defects liability period

Main Duties/Accountabilities – Design Champion element of the Role:
• Vet and agree/reject residual contractor-design (Contractor’s Proposals).
• Providing challenge and scrutiny to the contractor
• Supporting the Contract Administrator/Client’s Agent in ensuring the novated MDDT, other designers and PQS’ respect the Employer’s objectives and goals for design quality
• Highlighting key risks and issues to the Contract Administrator/Client’s Agent, including technical or Regulatory non-compliance, should this occur
• Undertake Technical Appraisals of all contractor-design to identify
  o Key construction issues / risks
  o Comment on derogations offered within the Contractor’s Proposals
  o Raise regulatory non-compliance issues
  o Ensure building performance meets the agreed requirements set down in the Employer’s Requirements, including BREEAM ‘Excellent’.
- Typical areas to be considered:
  - Technical standards
  - Technical performance
  - Maintenance issues / legacy
  - Accessibility
  - Efficiency opportunities
  - Fire safety recommendations

**General**
- Be ready and willing to deputise for AIEC Team members in externally facing activities *ad hoc*.
- Maintain effective internal communications to ensure that the AIEC Team are kept informed of marketing objectives.
- Assisting with the co-ordination of cross work stream communication and marketing activities to meet various deadlines, ensuring that all potential profile raising opportunities are captured and maximised.
- Liaising with relevant internal stakeholders, both within the AIEC Team and the wider University to ensure tasks are completed and achieved in a timely and efficient manner.
- Supporting the project team with any other duties as reasonably requested.

**Human Resources and Health & Safety**
- Adhere to company policies and procedures including the health and safety policy.
- Ensure the appropriate personal grooming and wearing of corporate work wear while at work.
- All duties must be carried out in a safe and efficient manner giving due regards to the health and safety and welfare of yourself, colleagues, guests and any other persons who may be affected by your actions. Any unsafe conditions, equipment or practices must be reported immediately to the appropriate manager.

In addition to the many day-to-day duties, from time to time, on a temporary or permanent basis, you may be required to undertake additional duties as necessary to meet the needs of the business.

This list is not exhaustive and appropriate additional duties will be added / expected to support the needs of the business.

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<th>Person Specification</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</strong></td>
<td>A relevant technical qualification in construction or civil engineering related subject e.g. CIOB, BIFM, HNC or equivalent or verifiable work based experience and training.</td>
<td>Membership of an appropriate institute e.g. Institute of Clerk of Works, CIOB or RICS.</td>
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<td>A Construction Skills Certification Scheme (CSCS) card holder.</td>
<td>Relevant NEBOSH/IOSH qualified.</td>
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<td></td>
<td>Knowledge of Building, Premises, Health &amp; Safety (including CDM Regulations) and Fire legislation.</td>
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| PREVIOUS EXPERIENCE/ TRAINING | Previous experience as Clerk of Works/Surveyor/Trade Foreman on new and occupied sites.  
In depth knowledge of relevant legislation and statutory requirements including CDM Regulations, Asbestos Regulations, Scaffolding Regulations and Planning and Building Regulations and related compliance requirements.  
In-depth understanding of JCT terms of contract. | Experience and knowledge of Local Government or Higher Education practices and procedures.  
Knowledge of the design and regulatory standards applied to technical facilities such as scientific laboratories. |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JOB-RELATED SKILLS | Able to prepare and write progress records.  
Good IT skills (e-mail, Microsoft Word and Excel).  
Able to prioritise, plan and manage own workload and projects to meet conflicting work demands, fee targets and deadlines.  
Excellent observational skills and to be able to pay attention to detail  
Proven analytical and project management skills  
Excellent negotiating skills  
Ability to establish and maintain good working relationships with contractor staff at all levels  
Be physically fit and comfortable working at heights  
Proven ability to deliver projects on time and on budget. |
**INTER-PERSONAL SKILLS**  
Excellent communication skills (verbal and written) at various levels and to various audiences. Ability to work in a multi-disciplinary team. Exceptional organisational skills. Personal appearance well presented at all times. Team player

| Commitments |  
| --- | --- | --- | --- |
| **Commitment to own professional development.** |  
| Welsh language speaker |  

**Competencies**

- **Customer Focus** - Works to understand customer needs; Strives to exceed expectations
- **Compliance** - Ability to audit and monitor quality of outputs; demonstrable experience of delivery against specified protocols/procedures ensuring the highest level of performance.
- **Teamwork** - Ability to build and develop relationships with internal employee, strategic partners and other external parties/organisations; able to resolve conflict.
- **Personal Drive** - Will be able to demonstrate being self-directed, resourceful and creative; Able to manage own time and work autonomously; Able to work on own initiative with drive and enthusiasm.
- **Communication** - Excellent written, verbal and presentation skills.
- **Commercial Awareness** - Able to demonstrate contribution to maximising commercial performance through controlling costs, and ensuring efficiencies where possible
- **Planning and Organising** - Demonstrable experience of managing tasks and deadlines; able to resolve conflicting priorities.