

## APEX HOUSING ASSOCIATION

### EMPLOYEE SPECIFICATION

**POSITION:** Clerk of Works

**DATE COMPLETED:** October 2022

CRITERIA	ESSENTIAL	DESIRABLE
<b>EDUCATION/ QUALIFICATIONS/ ATTAINMENTS</b>	Valid CSR card (or equivalent government recognised Health and Safety Training qualification)	NVQ Level 3 – Diploma in Site Supervision (or equivalent) or HNC in Construction or Membership of The Institute of Clerk of Works Construction Inspectorate (ICWCI)
<b>RELEVANT EXPERIENCE</b>	Minimum of 5 years site experience as a Clerk of Works on housing projects or Evidence of 5 years site management in the minimum capacity of Foreperson or Site Supervisor on housing projects.	Experience as clerk of works within social housing or similar public sector contracts
<b>SPECIALIST KNOWLEDGE/ TRAINING</b>	Extensive knowledge of the construction industry. Evidence of working with design teams. Ability to read and interpret design drawings. Knowledge of current building regulations. Knowledge of CDM. Knowledge of Considerate Constructor requirements.	
<b>PERSONAL SKILLS</b>	Ability to work effectively within both a team environment and on own initiative Strong communication skills Basic IT Skills (as all reporting mechanisms are by electronic systems).	
<b>CIRCUMSTANCES</b>	* Current driving licence .  A company van will be provided to the Clerk of Work's	

\* This criteria will be waived in the case of an applicant whose disability prohibits driving, but who is able to arrange suitable alternative arrangements