



Gatelodge, 8 Flax Street, Belfast, BT14 7EQ

PERSONNEL SPECIFICATION

Post: Clerk of Works

Analyst: John Brooks

Director of Development/Property Management

Date: May 2023

Specification	Essential	Desirable
Qualifications	Construction related training/qualification such as City and Guilds, NVQ Level 2 or 3, BTEC National Award or equivalent.	Membership of the Institute of Clerk of Works Civil Engineering Degree Construction Related Degree Currently on Construction Skills Register
Job Experience And Training	A minimum of 2 years' experience as Clerk of Works/Surveyor/Trade Foreman, on new and occupied sites.	Housing Association experience Experience working as a dedicated Clerk of Works
Specialist Knowledge	Has a good understanding of the role and responsibilities of clerk of works Knowledge of current planning legislation, building regulations and codes of practise. Knowledge of Health and Safety legislation. Ability to undertake surveys and ability to interpret measured drawings. Ability to inspect and assess quality of work, suitability and accuracy and drawings/specification documents and take appropriate action to remedy inconsistencies and variations. Ability to understand drawing and specifications and relate to actual site conditions. Ability to solve construction related problems that arise, identify defects and ways of rectifying them.	Knowledge of Department for Communities Housing Association Guide
Special Skills / Aptitudes	Excellent interpersonal and communication skills to include the production of weekly technical/inspection reports and records of daily activities. Ability to work on own initiative Computer literate to include Word and Excel	Knowledge of NEC quality supervisor requirements
Personal Circumstance	Accessible to location/sites Ability to be flexible in approach to work and hours	