



Job Specification

For: Clerk Of Works

Ref: VR/01291

Job Description

Department: Network Delivery
Location: Field based – TBC
Role Title: Clerk of Works
Typically reports to (role): Senior Delivery Manager
Number of direct reports: Manages Install Partners on site.
Budget responsibility: TBC

Purpose Of Role:

The company is looking for an experienced Clerk of Works to join a thriving EV organisation leading the accelerated delivery of one of the UK's leading and fastest growing EV charging infrastructure networks. The Clerk of Works is a critical role in the company's exciting and unprecedented expansion of EV charging infrastructure, both in the UK and overseas markets. Throughout the journey, you will be accountable for supporting a delivery programme consisting of a highly capable internal programme delivery team and critical external Design & Build Install Partners to deliver unprecedented growth in the new EV market. This is an exciting, demanding, and complex role that will grow and develop rapidly as the company's programme grows rapidly and will offer unique opportunities for advancement in the fast-growing EV sector. As the Site Clerk of Works, you will be responsible to the Senior Delivery Manager for overseeing the health, safety, and quality of all on-site works as part of the installed EVCP build programme. This will include conducting inspections, audits, sign-off certificates for work completion and the payment certification vs the Accepted Programme. You will work closely with the HSEQ team to identify and mitigate risks and ensure works are conducted in compliance with all relevant regulations and standards.

Key Responsibilities:

- Inspecting construction works including conducting audits and comparing it with project drawings and specifications.
- Ensure that construction works adheres to all CDM safety regulations and that all activities prioritise safety.
- Approving all Practical Completions vs the approved design and Accepted Programme
- Certifying all works complete to the Contract & Commercial team for payment as per the Work Order

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- Supporting the onboarding process and exit of all Install Partners
- Advise on technical issues where required.
- Liaising with CK's Installer Partners and surveyors.
- Produce regular reports to update the client and business.
- Identify and document any discrepancies between the work and the project specifications and ensure they are rectified.
- Work with the HSEQ department to ensure all health and safety, legal, construction and quality requirements are met.
- Certify all works in line with health, safety, and quality requirements.

Key competencies/behaviours:

- Excellent communication and interpersonal skills.
- Strong analytical and problem-solving skills.
- Ability to build strong collaborative relationships with Install Partners and wider team.
- Strong and authoritative presence to ensure compliance in all departments.
- Strong organizational and project management skills.
- Ability to prioritize tasks.

Qualifications, Skills and Experience:

- 5+ years of construction site supervision experience
- NRSWA Street Works Supervisor
- Site Management Safety Training Scheme (SMSTS) course: Site Safety Plus
- CSCS Card - Supervisor
- Experience working with cross-functional teams.

Compiled by : **Fiona Louch**
Compiled on : **03/21/24**

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