

Job Description

Job Role: Highways Clerk of Works

Service: Highways and Traffic

Role Structure	Highways Clerk of Works
Directorate:	Economy & Environment
Grade:	HC9
Location:	Plough Lane/Unit 3 Thorn, Hereford
Responsible to:	Highway Adoptions and Infrastructure Improvements Delivery Manager

Main purpose of the role:

To ensure delivery and implementation of council capital funded and developer funded construction projects, construction to the highest quality standards and specification in accordance with the contracts documents aligned to the strategies and policies of the Council.

Key Relationships:

Internal:

Council Members, Director, Managers and Staff at all levels in the E and E Directorate, and Corporate Service Directorate, Streetworks Team, Public Realm Service Delivery partners in delivery of the councils Capital Programme, Highway, Public Rights of Way and Public Realm Projects.

External:

Developers, Council Members, Parish Councils, Police, National Highways, Public Realm Service Providers, Emergency Services, partner organisations, community, volunteer sector and other key stakeholders.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To act as the Supervisor under the NEC contract management documents where applicable in relation to council delivered projects. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To develop and support the planning, programming and delivery of the annual programme of works ensuring the strategic objectives are achieved. 	<ul style="list-style-type: none"> Daily



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> To be the named person in the NEC contract as the Supervisor, duties and responsibilities as set out in the NEC suite of documents or equivalent type of contract. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To support the Head of Service in leading on the delivery and implementation of specific construction projects. 	<ul style="list-style-type: none"> As and when required
<ul style="list-style-type: none"> Responsible for ensuring schemes/projects are delivered and comply to contract specification and detailed approved drawings. 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Co-coordinating/undertaking site meetings, inspections, testing, ensuring site safety, and traffic management as necessary to ensure safe construction and delivery of projects. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Ensure compliance to the Construction Design and Management Regulations 2015, relevant Environmental Regulations and Duties as part of the project and other construction H&S related legislation such as Health and Safety at Work Act 1974. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To prepare and assist in the managing and monitoring of works programmes or services. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To provide timely and accurate technical advice to councillors, parish councils and public on all highway related matters as required 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Checking of all traffic management layouts providing expert advice. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Liaising with the Streetworks team on all works ensuring compliance to streetworks legislation and councils permit scheme. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Ensuring schemes are delivered efficiently, safely and to scheme budget. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Produce daily reports, using 'Building Information Modelling' system in relation to each construction project on activities, quality, compliance and performance of works within the Public Realm 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> To provide technical assurance for works undertaken in the Public Realm. Attend site meetings with developers and contractors delivering works on site ensuring compliance to specification and approved drawings. To undertake site visits, observe operational compliance with 	<ul style="list-style-type: none"> Weekly Monthly Weekly / Monthly

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<p>the relevant construction and H&S legislation, and report all noted noncompliance as necessary to the Highways Delivery manager.</p> <ul style="list-style-type: none"> • Negotiating, instructing where necessary, with Third party developers and or contractors in regards design, specification, defects and liaison with key stakeholders. • Performance reporting of site activities throughout the construction process reporting to key stakeholders such as the council and Public Realm Service Provider for evaluation in payments, performance and compliance. 	<ul style="list-style-type: none"> • As and when required • Weekly / monthly
<ul style="list-style-type: none"> • To undertake technical reviews of development proposals to assess acceptability in design and specification. 	<ul style="list-style-type: none"> • Monthly
<ul style="list-style-type: none"> • Quarterly performance review of construction projects including performance of contracts and / or developers. 	<ul style="list-style-type: none"> • Quarterly
<ul style="list-style-type: none"> • Annual Performance review on quality, specifications and delivery of all projects delivered, in progress or future pipeline. 	<ul style="list-style-type: none"> • Yearly



Person Specification

Qualifications and Training		
<ul style="list-style-type: none"> Degree in Civil Engineering or relevant subject, or compensatory knowledge, abilities and skills 	Essential	A, I
<ul style="list-style-type: none"> Site Management Safety Training Scheme (SMSTS – CITB) 	Essential	A, I
<ul style="list-style-type: none"> Construction Skills Certification Scheme (CSCS) Card to the appropriate level to carry out the activities. 	Essential	A, I
<ul style="list-style-type: none"> New Roads and Streetworks Act Supervisor Qualification 	Essential	A, I
<ul style="list-style-type: none"> A Full UK Driving License 	Essential	A, I
<ul style="list-style-type: none"> Member of the Institute of Clerk of Works 	Essential	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Experience in acting as the Supervisor in relation to the NEC contracts or equivalent in the councils construction projects. 	Essential	A, I
<ul style="list-style-type: none"> Substantial experience of Highway Construction Standards and Specifications 	Essential	A, I
<ul style="list-style-type: none"> Substantial experience of managing on-site construction operations 	Essential	A, I
<ul style="list-style-type: none"> Experience of record keeping and report writing through the construction delivery process. 	Essential	A, I
<ul style="list-style-type: none"> Experience of managing/supervising high profile infrastructure projects: 	Essential	A, I
<ul style="list-style-type: none"> Understanding and reporting of budget / performance monitoring and forecasting 	Essential	A, I
<ul style="list-style-type: none"> Negotiating with Third Party Developers and liaison between multiple stakeholder 	Essential	A, I

<ul style="list-style-type: none"> Excellent customer service and experience of working in a public facing role. 	Essential	A, I
<ul style="list-style-type: none"> Communicating with Councillors and managing expectations. 	Essential	A, I
<ul style="list-style-type: none"> Experience of providing detailed feedback of highway related matters. 	Essential	A, I
<ul style="list-style-type: none"> Experience of Local Government practices (Desirable) Experience of Section 278, 38 and 106 Agreements Experience in Highways Planning and Development legislation 	Desirable	A, I

<ul style="list-style-type: none"> Excellent communication and interpersonal skills. 	Essential	A, I
<ul style="list-style-type: none"> Good working knowledge of road construction materials, specifications, standards, testing and construction processes. 	Essential	A, I
<ul style="list-style-type: none"> Ability to interpret detailed technical specifications, drawings in the form of contract information through to construction ensuring build is to the specified details. 	Essential	A, I
<ul style="list-style-type: none"> Ability to Interpret and implement Technical Specification 	Essential	A, I
<ul style="list-style-type: none"> Highly effective negotiation skills. 	Essential	A, I
<ul style="list-style-type: none"> Excellent knowledge of highway engineering and construction standards, and to interrogate, translate and communicate these to stakeholders. 	Essential	A, I
<ul style="list-style-type: none"> Ability to take an overview of the project and make recommendations based on professional knowledge. 	Essential	A, I
<ul style="list-style-type: none"> To understand the financial and social implications of providing economic sustainable development. 	Essential	A, I



<ul style="list-style-type: none"> Knowledge of NEC contracts Ability to demonstrate resilience in a highly demanding environment. 	Essential	A, I
<ul style="list-style-type: none"> Knowledge of Health & Safety, including Construction Design and Management regulations and Traffic Signs Chapter 8 regulations. 	Essential	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.





- The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council.
- They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here".
- We expect all colleagues to act as a role model by living our values and setting an example for others.
- Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

