



Post: Clerk of Works (Building)
Department: Edinburgh Biomes
Division: Estates and Facilities

Job Description

Main Duties

- Act as the estates contact in the coordinating of construction developments and communications with comms team/users to mitigate the impact of construction activities.
- Hold regular meetings with key personnel from RBGE to ensure that any impacts on business continuity and health and safety from construction activities is communicated and effectively managed.
- Co-ordinate in liaison with principal contractors and others, site construction deliveries for the main development projects and ensure that principal contractors co-operate with others out with site compounds to effectively manage risk.
- Carry out twice weekly dawn patrol of the construction activity of the Edinburgh estate and report any incidents requiring remedial action.
- Ensure work is carried out to the principal designer, quantity surveyor, designer/architect/Scottish building as well as the “clients” standards, specifications and schedule as outlined in the contracts document and the correct materials and workmanship are used that that the project is delivered to the required quality, and as per construction and building warrant drawings to ensure any defects or variations to the contract are identified.
- Monitoring, inspecting, reporting and record keeping on the quality of the contractor’s work, technical installations and health and safety generally, ensuring all work is carried out in a safe manner as per submitted method statements, taking appropriate action where this is not happening.
- Regular liaison with FM managers, building occupiers, project teams, contractors, and operatives to discuss scheduling of works and targets while monitoring and supervising the technical elements of the contract works in compliance with the contract documentation, drawings, and specifications.
- Quality monitoring of operations including issuing verbal and written site instructions to contractors for corrective action, recording, measurement and inspection of building and maintenance projects from early construction stages through to the end of the defect liability stages.
- Office based administration processes – preparing reports and other communications and attending meetings whilst working effectively within a multi-disciplinary team and liaising with project representatives, clients and other service providers, professionals, and statutory authorities.
- Maintain auditable records and ensure that department policy is implemented.
- Respond to a variety of requests for technical assistance and/or impromptu attendance on behalf of the department. Providing technical and quality advice for projects, provide and identify evidence for dilapidations negotiations, asbestos management, and other H&S regulatory compliance.
- Monitoring and reporting actual progress of works against programme to the project team and/or line manager on a regular basis.
- Prepare daily and weekly reports after every site visit and general communications by telephone and email.
- Liaison with technical professionals and representatives/multi-disciplinary teams and on occasion, where appropriate, client bodies, statutory authorities, service providers and



utilities in support of the project.

- Compliance with departmental H&S policies, ensuring project works are carried out safely and that they follow approved risk assessments and method statements.
- Check compliance with principal contractors “construction phase plan”, risk assessments and method statements and report back any compliance issues to the principal designer.
- Check operation and maintenance manuals and in relation to project delivery for planned maintenance requirements.
- Respond to customer or client enquiries, investigating, providing feedback, and assisting with remedial actions as required.
- Liaise and help building professionals in support of task and project requirements or information gathering and technical project related quality matters.
- Lead role in checking that works is progressing as programmed or latent defects are resolved at the post contract stage.

Person Specification

Skills/Aptitude	Essential	Desirable
Strong attention to detail particularly as it relates to compliance	*	
Experience of providing direction to site staff	*	
Experience operating in a customer focused environment	*	
Good written and verbal communication skills	*	
Proficient with MS Office products including Word, PowerPoint, Excel, Outlook	*	

Knowledge	Essential	Desirable
Extensive knowledge and skills in a range of related trades or construction to the extent you can supervise, monitor, and inspect contractors work	*	
Broad range of knowledge and extensive practical site related experience from the construction industry and trades, practices, techniques, and standards used in construction and building maintenance	*	
Extensive knowledge of design, contract and tender documentation, site operations and commissioning	*	
Extensive understanding of site operative H&S procedures, CDM regulations, general construction and safety and welfare requirements	*	



Professional Qualifications	Essential	Desirable
Educated in any of the following qualification City & Guilds, NVQ/SVQ level 3, BTEC/SQA national or higher national award or equivalent relevant practical work experience	*	
Appropriate level of CITB CSCS site safety card	*	
Site inspection qualification such as CITB 5-day site management		*
Membership of a relevant body such as the Institute of Clerk of Works		*