

**Rochdale Metropolitan Borough Council
Person Specification**

Service :	Neighbourhoods	Post:	Clerk of Works
Section :	Highways Service	Post Number :	
Job Ref:		Grade:	7 (?)

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Filter Questions		
1 Do you have experience of supervising the construction of highway improvement and maintenance works?	E	AF
2 Do you have knowledge of specifications for highway works?	E	AF
(a) Special Working Conditions		
1 Are you willing and able to work evenings, weekends and night times when required to supervise construction works?	E	AF
2 Are you willing and able to provide your own vehicle to travel to various construction sites throughout the Borough?	E	AF
(b) Qualifications and Experience		
1 Do you hold a relevant professional qualification (HNC, Degree, etc.)?	E	AF
2 Please provide details of your experience and ability to oversee highway improvement and maintenance works being carried out on the public highway.	E	AF/I
3 Please provide details of your experience of supervising highway construction works in accordance with relevant design standards.	E	AF/I
4 Please provide details of your experience of the Construction (Design & Management) Regulations 2015.	E	AF/I
(c) Skills and Knowledge		
1 Please provide details of your ability to liaise with contractors, elected members and members of the public.	E	AF/I
2 Please provide details of your ability to communicate effectively both verbally and in writing.	E	AF
3 Please provide details of your ability to write reports and records of site activities in electronic format.	E	AF/I
4 Please provide details of your ability to prioritise workloads and meet deadlines.	E	AF/I
(d) Behaviours and Values		

1	Approach the job at all times using the values set out in the Rochdale Way: • Passionate • Proud • Pioneering Please confirm you are willing to adhere to these values and behaviours.	E	AF/I
2	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D	AF/I
3	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I