

Role profile – Clerk of Works

- **Location:** Number One Riverside (Hybrid)
- **Salary:** Grade 7
- **Hours:** 37 per week (part time can be considered)
- **Annual Leave:** minimum 26 days holiday increasing with service
- **Benefits:**
 - Flexible working hours
 - Discounted Gym membership
 - Cycle to Work scheme
 - Bee Network Discount Card
 - Reimbursement of professional fees
 - Workplace Wellbeing initiatives
 - Lifestyle savings platform (Vivup)
 - Local Government Pension

Succeed at Rochdale

- **Progression opportunities into Highways Engineering**
- **Culture of learning & development - Leadership programmes**
- **Ambitious plans for the future**
- **Wellbeing support**
- **Best Corporate Workplace in the UK**
- **Located at the Heart of Riverside surrounded by shops, cafes, bars & leisure facilities**
- **Fabulous public transport links**
- **Be proud of the difference you make, contributing to safer and more efficient roads**

Overview - duties

- Inspect highway works on site to ensure they are constructed in accordance with drawings, specifications, standards and contract requirements
- Create manage and maintain accurate site dairies to ensure auditable processes
- Attend site meetings and assist Senior Engineers through relevant processes
- Liaise with members of the public to provide updates regarding processes and associated elements of construction sites

Purpose - objectives

- The Highway Clerk of Works acts as the local authority's on-site technical representative for highway infrastructure associated with housing developments.
- Protect the future highway asset
- Ensure works comply with approved highway drawings and standards
- This is typically in relation to S278, S38 & S50 agreements
- Prevent councils inheriting poor-quality roads, drainage, and public realm

**Succeed
at Rochdale**

Person specification



Skills & Experience

1. Is experienced in the use of Microsoft Office 365 and SharePoint
2. Hold a full and valid UK Driving Licence to use a works provided vehicle to work on site independently and occasionally outside of office hours
3. Effective Team member and be able to demonstrate they can work as a team
4. An effective communicator both written, orally with experience of emails members of the public and minute taking

Knowledge

5. Experience of working to and complying with statutory guidance and regulations
6. Able to demonstrate an ability to learn, work independently and safely both in an office and on site
7. Have experience in supervising construction works in relation to highway projects
8. Able to assess technical drawings and specification data.

Values

Pioneering, Passionate & Proud

Please provide an example of something that you are proud of and have passion for.

**Succeed
at Rochdale**

Person specification



Skills and experience

How assessed (A, I, P Assessment, Interview, Presentation)

1. Please provide details of your ability communicate, both written and verbally to a range of stakeholders
2. Details of your ability to organise work, filing systems and maintain accurate records
3. What experience do you have in supervising Highways Construction works and assessing the quality of workmanship.
4. An overview of your career to date and how you will transfer your skills and experience to the role of Highways Clerk of Works.
5. Please detail your knowledge and experience of using Microsoft Office 365 and SharePoint

Application/Interview

Application/Interview

Interview

Presentation

Application/Interview

Knowledge

How assessed (A, I, P Assessment, Interview, Presentation)

5. Which highway specifications and standards are you familiar with?
6. How would you check that materials used on site comply with the specification?
7. What experience do you have working on highway construction or maintenance schemes?

Interview

Interview

Interview