

Senior Clerk of Works (Highways)

| Service | Reporting to | Location | Grade |
|--------------------------------|--------------------------------|----------------------|-------|
| Engineering & Landscape Design | Group Engineer, Highway Design | Swinton Civic Centre | 4C |

About the role

- The primary role of the Senior Clerk of Works (SCW) is to carry out planned and reactive inspections of Civil Engineering projects being undertaken across Salford.
- During the course of the inspections the SCW will ensure compliance with the approved technical designs and that the works are being undertaken safely, following best industry practice in all aspects.
- Drawing on extensive and varied experience, along with in-depth knowledge of current design standards, construction techniques and processes, the SCW will provide quality assurance for infrastructure projects delivered in Salford.
- The SCW will have a detailed knowledge of the Specification for Highway Works (SHW), Manual of Contract Documents for Highway Works (MCHW), Design Manual for Roads and Bridges (DMRB), along with the relevant British Standards, Local Transport Notes, Approved Codes of Practice and industry guidance.
- The SCW will possess an excellent understanding of construction health and safety law, safe systems of work and approved methodologies including the Construction (Design and Management) Regulations 2015, Management of Health & Safety at Work Regulations 1999 and other applicable legislation.
- The SCW will be accustomed to working in a high-pressure construction site environment, often unsupported and be confident in making difficult decisions with financial implications, such as requesting a contractor correct defective works or calling for a halt to works in the event of any unsafe conditions.
- Commercial awareness including detailed knowledge of the NEC4 Engineering & Construction Contract (ECC) is required, as the SCW will assist the NEC Project Manager in making contractual assessments and decisions, such as on the value of Compensation Events.
- The SCW will regularly report to the Project Manager/Engineer on the progress of the works, keeping clear and accurate records from their visits in the form of site diaries and photographs.
- As well as works being undertaken directly for Salford City Council, the SCW will visit and inspect works being undertaken by developers under Section 38 and Section 278 Agreements. The SCW will have detailed knowledge and experience of these Legal Agreements, along with a familiarity with other commonly used sections of the Highways Act 1980, New Roads & Street Works Act 1991 and other relevant legislation.
- The SCW will regularly meet with other members of the Highway Design team on site to jointly inspect the works. The SCW will mentor and support the less experienced team

members to increase their knowledge and understanding of Civil Engineering construction works and their confidence in working with contractors.

- The SCW will be an excellent communicator, capable of interacting successfully with a diverse range of people including construction workers, the public, Councillors and other staff. They will be expected to represent Salford City Council to a high standard in negotiations and discussions with key stakeholders, such as local businesses and the various departments of Transport for Greater Manchester.

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Key outcomes

- Monitor, inspect and oversee works on site on behalf of the Highway Design Team.
- Ensure compliance to the technical specification of major and minor Highway works delivered by both the in-house design team and developers.
- Assist in the effective delivery of the Highways Capital Programme.
- Provide a high-level of technical expertise to advise/inform/control contractors' operations.
- Ensure that works are being carried out safely in line with legislative requirements and best practice.
- Provide quality assurance on Highway construction projects in Salford.
- Record site progress to inform accurate monitoring of programme and budget.
- Support, advise and mentor Highway Design team staff.
- Assist in the assessment and application of contractual mechanisms to ensure effective contract management.

What we need from you

- To model and demonstrate our values and behaviours.
- Minimum 10 years' site-based experience of Civil Engineering construction with at least 5 years in the role of Clerk of Works.
- Full UK driving license.
- Qualified Clerk of Works/Civils Inspector
- Ability to work independently across multiple site locations in an organised and effective manner.
- Capable of decision making in a high-pressure environment.
- Excellent communication skills at all levels.
- Comprehensive knowledge of current design standards, guidance and best construction practice.
- Detailed understanding of current Health & Safety legislation, regulations and requirements.
- Commercial awareness including good working knowledge of the NEC4 ECC.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](#) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea](#) website.

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

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Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

Role details

Completed by:

Date:

Job code:

Job score:

Date of evaluation:

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