

Job Profile

Clerk of Works (Highway Development Management)

Grade: 7

Date created: June 2021

About the Job

Delivery the implementation of Large Scale Strategic developer funded highway schemes (including strategic transport infrastructure and new estate roads), ensuring that any works are constructed to the highest standards in accordance with the strategies and policies of the County Council. The delivery of the developer funded schemes require attention to detail and careful management of the associated traffic management and public/Councillor interaction to minimise the impact on the existing network and ensuring that the works are constructed in a durable and environmentally acceptable, low carbon way that ensures future maintenance costs are minimised.

This is what we need you to do...

- The role involves undertaking site based quality inspection of new highway and transport infrastructure construction and alterations to the existing highway maintainable at public expense in order to validate its compliance with the approved drawings/specification, best practice and programme. Responsibility for ensuring all materials used meet GCC testing requirements.
- To prepare and assist in the management and monitoring of works programmes or services.
- To provide timely and accurate advice to County Councillors, District Members, Parish Councils and the general public on all highway-related matters as required.
- Monitor works for compliance with approved drawings and
- To produce daily detailed reports and identify remedials and non-compliance to drawings as works proceed.
- The checking of all Traffic Management layouts providing expert advice on construction methods to minimise impact on the network in liaison with the Streetworks Team
- You must hold a current, full driving license which is valid for driving in the UK. You may be expected to undertake out of hours duties, as and when required. It is a requirement that there is no smoking in the workplace.
- Attend on-site meetings with developers, internal and external stakeholders with regards to issues associated with current and future works.

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specification. Ensuring they are constructed in accordance with the GCC's Technical Specification for New Roads, Design Manual of Roads and Bridges, NRSWA 1991 and TMA 2004 requirements. Inspections to vary according to complexity of schemes. Ensuring all setting out is correct and that works are of a high standard.

- To observe the contractor's operational compliance with Health and Safety legislation and to bring to their immediate attention all noted instances of non-compliance.

- Ensure that works meet the standard required in the relevant specification which will include obtaining samples of materials so that they can be tested and analysed. All work should meet the requirements of the Construction (Design and Management) Regulations 2015 and other construction/H&S related law
- To provide technical advice at the design stage of development proposals and contribute to the production of updated GCC standards and specifications.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

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The ideal candidate will have...

Experience

- Substantial experience of new development construction standards
- Substantial experience of on-site construction operations
- Experience of record keeping and report writing
- Experience of working on high profile infrastructure projects:
 - negotiating with Third Party Developers and liaison between multiple stakeholder
 - Working in a public facing role.
 - Communicating with Councillors and managing expectations
- Experience of providing feedback to highway related matters.
- Experience of Local Government practices (Desirable)
- Experience of Section 278, 38 and 106 Agreements (Desirable)
- Experience in Highways Planning and Development legislation (Desirable)

Knowledge, Skills and Understanding

- Good communication and interpersonal skills.
- Good knowledge road construction materials testing procedures
- Ability to interpret technical information from engineering plans.
- Ability to Interpret and implement GCC Technical Specification
- Highly effective negotiation skills.
- Sound understanding of highway engineering and construction standards, and to translate and communicate these to stakeholders.
- Ability to take an overview and make recommendations based on professional knowledge.

Behavioural attributes

- Aligns with Gloucestershire Employee Values and behaviours which are available on our [website](#)
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence
- High level of resilience, attention to detail, emotional intelligence and able to keep calm under pressure
- Attitude, conduct and demeanour that reflects GCC values and effectively represents and promotes the reputation of the authority
- A progressive and positive attitude towards Health & Safety
- Excellent communication skills.
- Able to work on own initiative and be able to schedule & prioritise workload
- Willing, enthusiastic and flexible
- Good partnership working
- Strong self motivation
- Political awareness
- Evidence of continuing professional development

Education & Qualifications

Essential

- HNC in Civil Engineering or relevant subject, or compensatory knowledge, abilities and skills
- CSCS Card
- A Full UK Driving License
- Member of the Institute of Clerk of Works

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- To understand the financial and social implications of providing economic sustainable development.
- Knowledge of NEC contracts
- Ability to demonstrate resilience in a highly demanding environment.
- Knowledge of H&S, including CDM regulations and Chapter 8

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