

**JOB DESCRIPTION**

**Title of the post: Clerk of Works**

[Permanent]

**Department:** Estates and Facilities

**Reporting to:** Estates Capital Projects Manager

**Grade:**  8

**Salary:** £31,406 - £34,304

*A temporary market supplement of £5,000 per annum (gross) is attached to this post, which is a separate payment in addition to the normal salary. A review of market conditions will be carried out annually to establish if the market supplement should continue.*

**The University**

**Background**

Harper Adams University is the leading UK Higher Education (HE) institution focused on the land-based and food supply-chain sectors with an important national role in these subject areas.

Situated on a single campus in rural and scenic Shropshire, the University, and its surrounding area, provide an excellent working and living environment for staff and students alike, yet the University campus is only one hour from the UK’s second city of Birmingham. Around 3,000 HE students attend the University, primarily on sandwich courses which include a year-long industrial placement. Undergraduate and postgraduate degrees are offered. The University also welcomes individuals who wish to undertake CPD or similar professional training to support their careers in the agri-food chain and rural industries.

The University was founded by Thomas Harper Adams in 1901 on the original farmland of the Harper Adams Estate. The University estate includes amenity areas, woodland, and a commercial farm of 205 hectares; with rented land the total area farmed is approximately 640 hectares, spread over several locations with cereals, potatoes, forage maize and grassland carrying a dairy herd, sheep, beef, pig and poultry units.

The Privy Council awarded taught degree awarding powers to Harper Adams in 1996 and research degree awarding powers in 2006. Full University Title was granted by Her Majesty's Privy Council in December 2012. The University changed its legal status to that of a Company Limited by Guarantee in July 2012 and remains one of a small number of Universities which are Registered Charities. Her Royal Highness The Princess Royal became the University’s first Chancellor in 2013.

**Academic Provision**

The University offers a wide range of courses including Foundation and Honours degrees, in addition to shorter awards designed to meet the continuing professional development needs of those already in the workplace. The subjects are wide ranging and cover Agriculture, Animal Studies, Business, Countryside, Engineering, Food and Land & Property Management. The University has also focused on developing its postgraduate education and research and there are a growing number of postgraduate students at both diploma, masters and PhD level.

Harper Adams has built up an international reputation for the quality of its courses and has achieved the highest possible ratings in recent Quality Assurance Agency reviews, and holds a Gold Teaching Excellence Framework (TEF) award. There is active encouragement of research and the University took part in the last Research Excellence Framework (REF) exercise. 56% of our submitted research was rated either internationally excellent or world leading and 100% was rated of international quality. Our extensive programme of research and education for professionals in the land-based and food chain sectors supports a high profile of business and community reach-out work, short course delivery for businesses and technology transfer activities supported by strong industry links and partnerships with companies such as JCB and Marks & Spencer amongst many others.

**Recognition**

Harper Adams is consistently positioned highly in a range of national ratings, performance measures and league tables.

In the period since 2011, Harper Adams has won six Times Higher Education Awards including Outstanding Fundraising Initiative (2014), and has been shortlisted for fourteen other THE awards. In 2018, the Times Higher has shortlisted the University for the prestigious title of University of the Year, putting Harper Adams in the top six universities in the country. The finals are in June 2018.

In the 2016 and 2017 Whatuni? Student Choice Awards, based on student reviews, Harper Adams took the title of University of the Year and won the Student Support and Job Prospects gold awards, plus silver and bronze in further categories. In 2018 the University was runner up for the University of the Year title and won 3 gold awards, 3 silver and 3 bronze. It is the only University to win Student Support since the awards began four years ago and has won the category for best job prospects for three years running and best courses and lecturers for two years running.

Harper Adams ranked second in the 2016 Times Higher Education Student Experience Survey. In the Times and Sunday Times Good University Guide 2017, the University was ranked 36th, the highest position yet achieved by a post-1992 University, and was awarded the title of Modern University of the Year. In 2017 it was the highest ranked modern University for the second year in a row. In the QS World Rankings for Agriculture and Forestry published in March 2018, Harper Adams was ranked second in the UK for academic reputation and second in the world for its reputation with employers.

**Facilities**

Harper Adams has extensive, well-equipped facilities and is constantly investing in its campus. Facilities include a range of modern teaching facilities and an extensive library, a variety of IT suites including an engineering design centre, newly extended laboratory facilities, a field laboratory and a livestock project centre, a glasshouse complex, an agricultural engineering unit with a large covered soil working area and a number of sustainable technology installations. In 2013 a new teaching building and a new agricultural engineering innovation centre opened. In 2015/16 these were followed by two further buildings, one for veterinary services and one for entomology, and new halls of residence. Further new facilities opened in the period since 2017 include new laboratories, an Agri-Tech Innovation Hub and SMART Dairy Unit. Capital funding to support the development of many of these facilities has been provided through the work of the Development Trust. The University provides a range of training and professional development opportunities via its staff development programme.

**Catering and Sports Facilities**

The University’s Students’ Union operates a small gym and squash courts that staff may use on the payment of a nominal fee. The University has an open-air swimming pool and bowling green that are available for staff use during the summer period and new tennis courts have recently been developed. A variety of University catering outlets provide access to lunch facilities on campus.

For further details about the University, please visit our website:

<http://www.harper-adams.ac.uk>

**The Estates and Facilities Team**

The Estates and Facilities Department provides a number of essential services to Harper Adams University and is responsible for managing, maintaining and developing the infrastructure and building fabric of the campus and outlying properties, including:

* Undertaking and regularly reviewing a maintenance programme which takes account of short, medium and long term needs of all estate’s buildings and infrastructure.
* Implementing planned maintenance works identified and funded within the various maintenance programmes as well as providing reactive maintenance dealing with day-to day requirements, including the provision of an out-of-hours emergency service.
* Providing a professional, technical service to the University for the design, construction and procurement of capital projects including new buildings, refurbishment/ remodeling of existing buildings and demolitions.
* Identifying and recording the use of space and advising on ways of increasing space utilisation.
* Procuring and managing utilities and services.
* Providing postal, delivery and security/ portering arrangements and advice to the University.
* The delivery of a wide-range of customer-facing services, including: Estates Maintenance Services Help Desk: Capital & Development, CAD and CAFM services, Contract/ Project Management: Facilities and Sustainability, Housekeeping and Cleaning, Business Resilience, Reception, Security & Portering Services.

**Main Duties and Responsibilities**

The Clerk of Works has responsibility for inspecting the quality, safety and skill of work carried on all the construction sites and projects on campus. The role reports to senior managers. As Clerk of Works you will:

* Represent the University at key meetings with external agencies and statutory authorities to make sure that the interests of the University are addressed;
* Provide experienced and professional input into the design and specification of capital projects ranging from small works to multi-million pound developments to ensure that these are robust, fit for purpose and can be maintained over the lifetime of the project;
* Conduct regular site inspections across all the capital projects to check that building plans and specifications are being followed correctly.
* Ensure that work is carried out safety and environmental standards are met.

The post holder will make independent and joint decisions including issuing of instructions to contractors and professional consultant teams which will may have enduring impact on construction projects.

1. Review specifications, drawings and schedules to highlighting any potential specification and design issues before they affect construction.
2. Be responsible for the inspection of construction work to ensure that works are in accordance with the building contract, statutory requirements and construction best practice;
3. Inspect delivery notes and specifications of materials, components and equipment to see that these are in accordance with the building contract or where such items are contractor’s choice that these are suitable and fit for the purposed for which they are being used.
4. Liaise with contractors to ensure a full, current and accurate understanding of the delivery programme, and construction method/activities in progress.
5. Attend and contribute to meetings as reasonably requested, providing written reports as might be required.
6. Agree quality control procedures with the contractor in accordance with the building contract, checking contractor records to ensure that quality control inspections are effective and efficient.
7. As required, site directions to the contractor, making sure these are recorded with the employer’s agent/contract administrator.
8. Provide technical advice to the professional construction consultant team on matters of construction, programming, health and safety and buildability in respect of variations to building contract.
9. Check the works to ensure that duties under the Construction (Design Management) Regulations 2015 are being fulfilled by all parties. Where instances of unsafe practices are identified, bring these to the immediate attention of the contractor, the employer’s agent/contract administrator & principal designer.
10. From time to time audit the relevant paperwork of the contractor including, but not limited to, site induction records, CSCS cards, RAMS, adherence and maintenance of the construction phase health and safety plan and toolbox talks.
11. Ensure that the contractor keeps the site in a clean and tidy state with all access routes kept free from dirt, debris and are unblocked and that all site containment (fencing and hoarding) is secure, well maintained, free from damage or graffiti.
12. Be an active part of the reviewable design data process as reasonably required by the Head of Estates and Facilities, providing advice on buildability, adherence to the performance requirements of the Contract and construction best practice.
13. Check construction progress and quality of work against the contract programme, reporting any slippage to the employer’s agent / contract administrator.
14. Where approved samples are signed off through the reviewable design data process or as necessary for planning, make sure that works carried out in accordance with the approved samples.
15. Undertake technical investigations in respect of construction issues in collaboration with estates colleagues and the external construction consultant team, provide advice and guidance on causes and remedial actions.
16. Be aware of key University events (e.g. open days, exams, VIP visits) to ensure that construction minimises disruption on these dates.
17. See that the contractor adheres to the requirements for site organisation set out in the project preliminaries and construction site logistics plan agreed.
18. Keep records of the works including drawings, schedules, specifications, delivery notes, inspection reports and correspondence.
19. Keep a site diary including weather reports, stoppages of the works, sub-contractors on site, labour on site and site activities.
20. Liaise with visiting statutory inspectors such as the fire officer, approved inspector, ecologist, environmental health and the like. Keep records of the outcome of any such visits and inspections.
21. Inspect finished work, prepare snagging schedules for the employer’s agent / contract administrator. See that any remedial works are undertaken by the contractor to the relevant standards in accordance with the contract. Sign off snagging as completed.
22. Maintain regular close working with estate colleagues, working collaboratively to manage an effective and coordinated service delivery.
23. Participate in continuous professional development, keeping a detailed log of all training courses undertaken.
24. All other duties and responsibilities commensurate with the post and the salary range of the grade.

**Key Requirements**

* Hold an appropriate level of CSCS card.
* Hold a current asbestos awareness certificate.

*Training for both of these will be provided if required*

**Personal Specification**

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|  | **Essential** | **Desirable** |
| Qualifications | Qualified to NVQ Level 2 in relevant construction skills discipline **or** have a construction related professional qualification/membership (building inspector, site supervisor, construction consultant, **or** be a professional crafts person with industry and professional recognition and certification of achievement of skills and knowledge. | IOSH and/or NEBOSH certificates  Asbestos Awareness certification.  CSCS card.  Member of the Institute of Clerk of Works |
| Experience | Experience in construction and modern building techniques including a good understanding on buildability, construction best practice and robust detailing.  Experienced in reviewing construction phase health and safety plans, risk assessments/method statements and other relevant documentation required by health and safety legislation.  Experience in inspecting and monitoring construction works operating in a clerk of the works role or other related construction role | Experience of working with district heating systems. |
|  | **Essential** | **Desirable** |
| Knowledge/Skills | Proven IT skills including and Microsoft Office suite of software.  Ability to use and operate the usual range of tools and equipment associated with the trade. Able to supervise others safely using such tools.  Knowledge of health & safety legislation as well as other statutory and legal requirements relating to Building Fabric. |  |
| Personal Qualities | Demonstrable ability to proactively work with team members collaboratively to ensure the delivery of high-quality services.  Able to work flexibly, responsibly and effectively to deadlines with minimum of supervision.  Excellent communication skills, able to effectively build and maintain relationships and trust. | Able to interpret work to be undertaken as outlined in contracts, instruction, drawings, schedules, data sheets, COSHH sheets and specifications. |

**Conditions of Service**

The national recommendations which have arisen from the negotiations between UCEA and the unions recognised at national level, the Joint Negotiating Committee for Higher Education Staff (JNCHES), directly affect the terms and conditions insofar as they have been adopted by the Board of Governors.

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| **Salary** | The commencing salary will be within the range £31,406 to £34,304 per annum. The point of entry will be dependent upon relevant qualifications and experience. Salaries are paid monthly, in arrears, by credit transfer on the 28th day of the month.  A temporary market supplement of £5,000 (gross) per annum is attached to this post, which is a separate payment in addition to the normal salary. A review of market conditions will be carried out annually to establish if the market supplement should continue. |
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| **Contract Term** | This is a full-time, permanent post. The employment may be terminated during the course of the contract by either party giving 1 months’ notice in writing. The employment may be extended during the course of the contract by the University by giving 1 months’ notice in writing. |
| **Hours of Work** | The routine working week is 37 hours over Monday to Friday, inclusive. Core hours will be expected to reflect the core hours of the operation of the construction site which may require early morning starts. Overtime working when attending site will be paid at time and a half or compensated for with time off in lieu for agreed hours worked in excess of 37 per week at the discretion of the Head of Estates and Facilities. |
| **Holidays** | The annual holiday entitlement is 22 working days, plus 5 University closure days and Bank Holidays. Annual holiday entitlement rises to 25 working days with 5 years’ service. The holiday year runs from 1 August to 31 July and in the holiday year in which the employment commences or terminates the holiday entitlement will accrue on a pro-rata basis for each complete week of service. The timing of holidays is subject to the agreement of the Line Manager. |
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| **Sick Leave** | During periods of certified sickness, the post-holder will be eligible to receive sick pay in accordance with the University Sick Pay Policy. The payment of sick pay is subject to compliance with the University rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment. |
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| **Pension** | The post-holder will be entitled to join the Harper Adams Group Pension Scheme and details will be provided to the successful applicant upon commencement of employment. |
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| **Exclusivity of Service** | You are required to devote your full-time attention and abilities to your duties during working hours and to act in the best interests of the University at all times. Accordingly, you must not, without written consent of the University, undertake employment or engagement including external consultancy, which might interfere with the performance of your duties or conflict with the interests of the University.  It follows that, regardless of whether you are employed on a full-time or part-time contract, you are required to notify your line manager of any employment or engagement which you intend to undertake whilst in the employment of the University (including any such employment or engagement which commenced before your employment under this contract). Your line manager will then notify you within 10 working days whether such employment or engagement is prohibited. |

**References**

Candidates should ensure that they provide full details of the name and postal address of their referees. Please include e-mail addresses and telephone numbers wherever possible.

Referees should include your present, or most recent, employer. References will normally be taken up immediately in respect of candidates shortlisted for interview. **If you do not wish any reference to be taken up at this stage, please enter an ‘X’ in the relevant box provided on the application form.**

**Application Procedure:**

All applications should be completed and submitted using the Harper Adams e-Recruitment programme at <http://jobs.harper-adams.ac.uk>

**To be submitted no later than [time] [date]**