

**Job Title: Clerk of Works Fire Safety**

**Grade: 11**

**Job Family: Technical**

**Responsible to: Technical officer (Fire Safety)**

**Responsible for: Operational Teams within the Service Area**

**Evaluated by Grading Panel:**

**Version: 1**

## PURPOSE

As a proactive Officer the post holder will support the Specialist Technical Officer/Team Leader and deliver the operational duties of their service/business area.

The postholder will work with colleagues across the organisation in line with KNH's core behaviours and values and contribute to the delivery of the organisation's purpose, vision and objectives.

A key component of the role will be to directly contribute to delivering high performance and continuous improvement within the service/business area in line with KNH's Service Plans, Medium Term Financial Plan, the joint Delivery Plan and Kirklees Council's key objectives to deliver a customer focused service.

The Clerk of Works (COW) will work with colleagues across the organisation and with internal/external partners to ensure positive outcomes for the business and for KNH customers.

## ROLE DUTIES AND RESPONSIBILITIES

Specific objectives and deliverables will be agreed as part of your annual performance and development review (PDR) process, the points below are a summary of your main duties and responsibilities.

- › Provide technical expertise on building fire safety in particular the supervision of programme delivery to district-wide FRA work actions programmes which achieve the highest standards of fire safety in Kirklees Council Housing.
- › Supervise contractors and specialist suppliers during the delivery of FRA works action programmes ensuring comprehensive records of installation and robust handover of completed works in accordance to the agreed specifications and approved method statements of installations
- › Inspect work in progress and provide technical guidance and ongoing support to installers

- › Undertake weekly reviews of work in progress and report overall progress against programme highlighting risks and issues with detailed mitigation
- › Ensure approved quality standards are being maintained at each stage of installation and accurate records are being maintained
- › Provide specialist technical fire safety advice relating to scope and specification
- › Resolve on-site technical queries relating to specification, location and scope works
- › Deliver all operational aspects of your relevant service/business area.
- › Contribute to the development of specification and selection of approved Suppliers and products
- › Liaise with building occupants and provide information and advice relating to ongoing work programmes
- › Act as a fire safety champion in all aspects of this role
- › Work collaboratively with your Team Leader and other Surveyors to monitor, analyse and deliver improvements across all relevant performance indicator areas in order to increase customer satisfaction.
- › Prepare professional and clearly written communications to colleagues, partners and customers.
- › Participate in team service reviews and service planning as required and ensure any arising individual actions are implemented.
- › Be a proactive and supportive team player and actively assist others to adapt and cope with change.
- › Contribute when required to the development of policies and processes across the organisation to ensure that high quality consistent services are delivered.
- › Act as an ambassador and a positive role model through the promotion of KNH's purpose, vision, behaviours, achievements and successes.

## DECISION MAKING

- › Organise and prioritise own workload, including site inspections and site meetings
- › To make operational decision to overcome programme delivery delays
- › To make effective decisions to meet individual business objectives in line with delegated authority levels, Financial Procedures Rules (FPR's) and Contract Procedure Rules (CPR's).

## CUSTOMER SERVICE AND BUSINESS RELATIONSHIPS

- › Proactively contribute to the achievement of operational effectiveness and service excellence by providing an efficient, professional and customer focused service to all customers of KNH.
- › Develop and maintain relationships across a broad range of internal and external stakeholders including colleagues, partners and customers.

## FINANCIAL MANAGEMENT AND PROCUREMENT

- › Manage any delegated budgets and resources in accordance with delegated authority and KNH's Financial Procedure Rules. Take responsibility for required corrective action when necessary.

- › Support the Team Leader to ensure the performance, overall quality, cost effectiveness and value for money of your business/service area(s).
- › Contribute as required to developing new products and services which contribute to the financial viability and sustainability of the organisation.

## LEGAL, RISK AND COMPLIANCE

- › Ensure compliance to the Fire Safety Policy and Fire Safety Management Plan
- › Conscientious to the Hackitt Recommendations and Building a Safer Future guidance from MHCLG/DCLG, Approved Document B
- › Provide relevant information to ensure that all claims made against KNH are dealt with in an appropriate and timely manner and within the legal timescales. Liaise with internal agencies, external agencies, partners, external contractors, our customers, members of the legal profession as appropriate to secure any information needed. Interrogate records, assimilate data, coordinate witnesses and provide witness statements as appropriate and attend the Courts as necessary.
- › Ensure all individual operational activity is in line with the KNH Health and Safety Policy and associated legislation.
- › Ensure all individual operational activity is in line with guidance on the recording and reporting of concerns in the KNH Safeguarding Policy.

## CORPORATE RESPONSIBILITIES AND ACCOUNTABILITIES

- › Be an active team player and develop strong, supportive relationships with all work colleagues in the spirit of 'Working With' principles.
- › Actively promote and be committed to delivering KNH's Purpose, Vision, Corporate Values and Behaviours.
- › Deliver good working practices in line with KNH's Health and Safety and Equality and Diversity policies.
- › Comply with the confidentiality and information security policies at all times.
- › Maintain accurate information systems in line with service requirements.
- › Actively participate in influencing and contributing to the development of innovative solutions to improve services within the organisation.
- › Actively participate in a range of internal and external meetings/briefings, events, working Groups that will enhance service delivery and the profile of the business.
- › Proactively participate in the identification of personal learning and development requirements and attend training courses, seminars, conferences and work shadowing in line with agreed Personal Development Reviews (PDR's).
- › Fulfil any other duties commensurate with the grade and falling within the scope of the post as may be reasonably required.

## SUPERVISION AND GUIDANCE

The post holder will receive supervision and guidance from the **Technical Officer**.

## EQUALITY & DIVERSITY

If you feel that any of the above requirements found in the job description cause a specific barrier due to equality or diversity issues you must inform the KNH Human Resources Department so this can be addressed.

KNH aims to advance Equal Opportunities and requires its employees to carry out its policies concerning the above both in terms of employment and as a provider of services in line with Equality Act 2010.

# PERSON SPECIFICATION

Post Title: Surveyor

Grade:

## RELEVANT EXPERIENCE

Key: A/F = Application Form, I = Interview, T = Test Essential = (E) Desirable= (D)

Criteria	Relevance (E or D)	Assessment Tool		
		A/F	I	T
<b><u>Education/Qualifications</u></b>				
GCSE (or equivalent) Grade 4 (C) or above in English & Maths or equivalent.	E	X		
ONC/HND in Built Environment ,working toward or willingness to undertake	E	X		
Fire Safety qualifications – Level 2 NVQ diploma – Passive Fire Protection or equivalent	E	X		
<b><u>Experience and skills</u></b>				
› Excellent written and verbal communication with the ability to interact effectively and sensitively, in person, via the telephone and in writing with a range of stakeholders, internal and external	E	X	X	X
› Demonstrate a proven track record of delivering targets and goals within operational plans	E	X	X	
› Skill and ability to work with partner organisation to achieve common goals	E	X	X	
› Previous experience of data input and maintenance of databases and/or Contact Management Systems	E	X	X	
› Literacy and numeracy to a standard required to maintain accurate records and write high quality communications	E	X	X	

<ul style="list-style-type: none"> <li>&gt; A good level of computer literacy to interrogate various software packages</li> </ul>	E	X	X	
<ul style="list-style-type: none"> <li>&gt; Knowledge of Health and Safety, Equality and Diversity, Safeguarding legislation in relation to the role</li> </ul>	E	X	X	
<ul style="list-style-type: none"> <li>&gt; Able to work flexibly and be responsive to change in order to improve performance</li> </ul>	E	X	X	
<ul style="list-style-type: none"> <li>&gt; Good team working skills with the ability to work effectively as part of a team coupled with the ability to work on one's own to achieve results</li> </ul>	E	X	X	
<ul style="list-style-type: none"> <li>&gt; Ability to understand the importance of budgetary control and proactively manage any delegated individual budgets</li> </ul>	D	X	X	

<b><u>KNH BEHAVIOURS</u></b>				
<b>Progressive</b>				
> Able to demonstrate ability to engage in the development and implementation of innovative ideas to improve the service or way of working	E	X	X	
<b>Engaged</b>				
> Able to demonstrate that they are passionate about their work and what KNH is trying to achieve	E	X	X	
<b>Respectful</b>				
> Treats people as individuals with courtesy, kindness and empathy and takes into account cultural sensitivities.	E	X	X	
<b>Customer Focused</b>				
> Able to demonstrate delivery of excellent customer service within a customer focused environment	E	X	X	
<b>Honest</b>				
> Proven track record of being transparent and open	E	X	X	

<b><u>Other Requirements</u></b>				
> Ability to travel around the borough	E	X		
> Willingness to undertake training courses relevant to the post	E	X	X	
> Willingness to work outside normal office hours should the situation arise (evening meetings, emergency call outs)	E	X	X	

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This post may require a Disclosure and Barring Service Check (DBS) and any appointment to the post may be subject to the candidate having an acceptable DBS check. HR will confirm whether this is applicable to the post.

This job description and person specification reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the Line Manager, the post holder and Human Resources.

**Signature of Post Holder:**

**Date:**