

# Job Description

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<b>Job title</b>	Clerk of Works	<b>Date</b>
<b>Reports to (title)</b>	Project Lead	
<b>Contract/Department</b>	GSK	<b>Revision</b>
<b>Location</b>	Stevenage	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

To provide professional and efficient contractor management and action management to the 'Red to Green' project management team, and support the delivery of remedial tasks in line with agreed timelines.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Monitor the progress of projects to an agreed time and standard of delivery, ensuring works are completed to the satisfaction of the customer and regulatory authorities.
- Deliver projects through effective communication, ensuring that the staff members are fully competent and trained to undertake key tasks linked to service level agreements and key performance indicators.
- Monitor the safety performance of all service aspects, identifying areas for improvement.
- Manage the preparation and submission for approval all appropriate Safe Systems of Work and Risk Assessments.
- Provide regular project updates to EMCOR Management team and the client. Maintaining day to day contact with the customer attending meetings as necessary.  
Support the Project Manger, providing information necessary to establish financial completion of accounts.
- Identify and implement operational improvements to ensure continued provision of high quality service.
- Attend meetings on an as and when required basis
- Assist in other ad hoc functions within skills level, training and experience on an as-instructed basis.
- Co-ordinate labour, plant and materials necessary to complete the task safe and timely fashion.
- Supervise co-ordinate and/or Manage Specialist Sub Contractors as required.
- Provide site control to include access/egress welfare etc.
- Liaise with Operations to ensure no clash of activity, and full transparency within the operational environment

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

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| <ul style="list-style-type: none"><li>• The ability to establish, implement and monitor high standards of excellence in areas of quality, safety and operational performance.</li><li>• This position requires NVQ Level 3 or equivalent.</li><li>• Good all round knowledge of project management disciplines i.e. Electrical, Mechanical and Building and Civil Engineering.</li><li>• Extensive experience in a project environment.</li><li>• Must have a back ground knowledge in the field of assurance.</li><li>• Articulate, numerate and IT literate.</li><li>• Have good people management, leadership, decision-making and communications skills.</li><li>• Be resilient under pressure and be able to converse confidently with staff, suppliers and customers at all levels.</li><li>• Must be self-motivated, a team player and have an adaptable/flexible approach.</li></ul> |
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## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Occasional overtime will be required to manage projects that take place out of hours.
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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

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<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	