

Role Title	Clerks of Works				
Job Family	Property and Construction	Sub Category	Civil and Structural Engineering	Grade	TPB6
Behaviours	<ul style="list-style-type: none"> <li>Communicating and Influencing</li> <li>Working Together</li> <li>Managing a Quality Service</li> </ul>				
Purpose	Inspect the workmanship, quality and safety of building and related works on allocated projects.				



# FCDO Services

## Key Accountabilities

- Act as the Clerk of Works for all building and related works, inspecting and reporting in a pre-determined format;
- Assist the Employer's Design Team by reviewing and commenting on design documents, produced by either the project team or the contractor;
- Inspect and report including keeping good photographic, weather, labour and documentation records, noting any potential disputes that may arise, critical issues risks, etc. to keep the project manager regularly informed and monitor progress on site to completion;
- Check on the accuracy and consistency of installation records, monitoring of workmanship, to ensure the work is performed to agreed specification;
- Take measurements and samples on site to make sure that the works meet the specification and quality standards;
- Report directly to the Client on the project progress, risks and issues, in written format;
- Monitor the construction Contractor's health and safety on site and assist the Contractor in the rectification of deficiencies identified to ensure safe working on site;
- Undertake the Supervisor role, as defined by the NEC3 contract

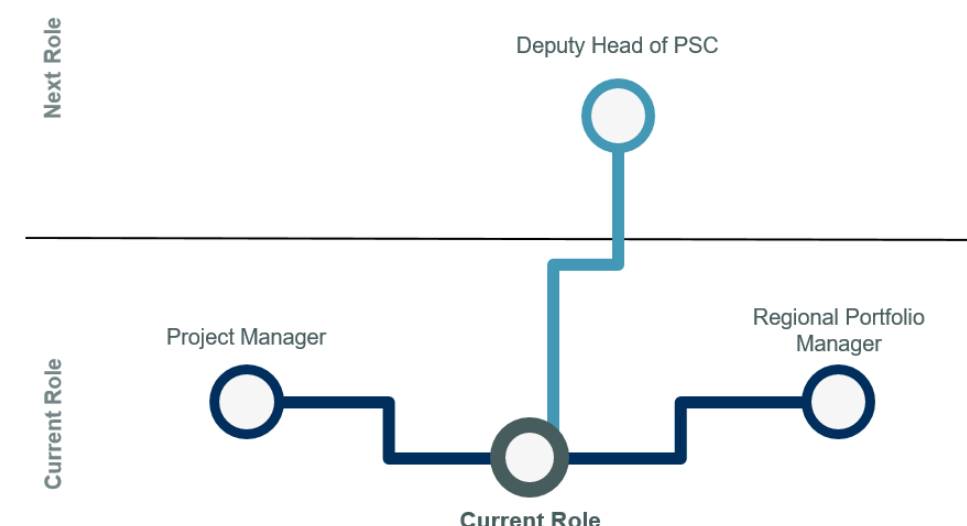
## Authority and Scope

- Acts as a Clerk of Works for a large project (£2m to £5m) or series of smaller projects;
- Act as voice of client at remote site, several time zones away from London;
- Ensure compliance with construction standards and designs;
- Adherence to H & S standards;
- Liaison with senior stakeholders at post

## Internal and External Communications

- Other PSC Team Leaders to exchange information and coordinate projects;
- Project Managers to report on progress/deal with escalated issues;
- Building Contractors to monitor work and ensure safety processes followed;
- Liaise on a regular basis and at other times when necessary with the customer's design and technical monitoring teams to ensure good communication on issues throughout

## Potential Next Career Moves



## Skills

- Commissioning work;
- Site Surveys;
- Site inspections;
- Construction methods and technology;
- Interpret professional/technical documents;
- Bridge technical and non-technical;
- Risk management;
- Problem solving;
- Facilitation;
- Lead in a matrix structure

## Qualifications, Knowledge and Experience

### Essential

- A recognised construction related qualification and extensive construction site experience;
- Delivered construction projects to budget and programme;
- Current technical and Health & Safety legislation knowledge;
- Design Software experience, e.g. AutoCAD, REVIT, Vectorworks, Microsoft Excel and Project;
- Strong verbal and written communication skills

### Desirable

- Understanding of FCDO Services financial and commercial processes;
- Understanding of the operation of the FCDO estate;
- Experience of working overseas;
- Knowledge of embassy and residence security requirements and secure fit-outs;
- Working knowledge of PRISM;
- Member of the Institution of Clerk of Works (MICWCI)