



Job description	
Job title	Clerk of Works – Major Developments and Infrastructure
Grade	
Directorate	Regeneration and Economic Development
Section/team	Highways and Capital Delivery/ Major Developments and Infrastructure
Accountable to	Major Developments and Infrastructure Team Leader
Responsible for	N/A
Date reviewed	July 2022

Purpose of the Job

The Highways and Capital Delivery Service sits within the Development and Infrastructure arm of Regeneration and Economic Development, leading on all Highways related matters for the Council. The team is also a key mechanism for the delivery of infrastructure projects related to highways as part of the Major Development and Investment Programme.

To achieve this the Highways and Capital Delivery service, manages the Council's largest asset, the road network, and its associated infrastructure to the highest possible standards. In addition to ensuring the road network is safe, sustainable and ensures efficient movement of people and goods around the borough, the service facilitates investors and developers enhancing the Knowsley offer. The team helps to accelerate the delivery of housing and economic growth schemes and deliver innovative solutions that secure Knowsley's Key objectives whilst proactively ensuring developers have quality sustainable solutions to development sites and highways improvements.

You will need to be a problem solver able to identify innovative solutions, secure delivery and provide a proactive service that stimulates growth. You will be part of an exciting Growth Agenda to bring forward key development sites, and manage Knowsley's road network.

The main purpose of the job is work as part of a team that provides:

- Development and delivery of highways improvement schemes to improve junction capacity, sustainable travel schemes and highway safety schemes.



- Manages and organises reactive maintenance to highway infrastructure
- Support to the Project Engineers in developing, delivering and supervising a wide variety of highway improvement schemes
- Working collaboratively with contractors to ensure highway improvement are completed to a high standard
- High quality customer focussed service provision throughout the Borough.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Undertake routine site visits, as directed, across the borough to evaluate and grade the workmanship and specification of highway works being undertaken. The visits will be undertaken both as a lone worker and in the company of relevant others.
2. Use various methods of reporting – written and via the collection of information onto a hand-held device – to present the assessment of the quality of the works that have been inspected and log any defects observed. This will predominately be associated with large highway improvement schemes such as junction capacity improvements or construction of new sustainable travel routes.
3. Issue site instructions or change requests to inform design or construction (subject to prevailing contract).
4. Review works being proposed by the contractor in terms of; size of works area, specification, materials, methodology, programme, traffic management and cost.
5. Reviewing the contractor's risk assessment and method statements, as well as assessing the implementation of works against the contract with due regard to health and safety, and, where necessary instruct contractors to cease operations, completing the appropriate report/action process.
6. Act on behalf of the nominated project manager and attend specific sites to check works against specification, materials deliveries and feedback on information/problems.
7. Produce and issue site inspection reports with photographic records/evidence as required.



8. Provide a service to the Project Managers by ensuring that all standards of work and material supplied by contractors are as specified in accordance with the contract information, and appropriate testing has been carried out by the contractor.
9. Where required, assist in the development, procurement and delivery of schemes set out in the Highways Planned Capital Programme.
10. Communicate with all stakeholders in an appropriate manner. This will include dealing directly with Councillors, residents, contractors and other officers within the Council.
11. Liaise with the Contracts Manager on the standards of quality, finish and compliance with specification, having due regard to the requirements of the Asset Management plan and the need for value for money.
12. Participate in the feedback to contractors regarding the outcomes of the inspections and quality matters, and provide feedback on the performance of contractors.
13. Ensure that completed projects are fit for purpose prior to handover by contractors. This will involve snagging works prior to handover, undertaking post-inspection of remedied works, signing-off works as completed and accepting handover from the contractor.
14. Accompany Project Officers to any meeting as directed, which may include pre-contract and site meetings, and may also include meetings during design to ensure the practicality and buildability of projects are considered at early stages.
15. To work flexibly as a member of the Highways Asset Management Group to ensure that the aims and objectives of the Highways & Transportation service are met and a high standard of service delivery is maintained.
16. To observe the Council's Strategies and Policies for Equal Opportunities and Diversity.
17. To undertake other duties as may reasonably be required, which are consistent with the role and level of responsibility of this post.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities



- Monitor and ensure that all duties are carried out by staff with due regard to the provisions of health and safety regulations and legislation
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger
- To be responsible for the implementation of the Council's Health and Safety Policy in the workplace and on site, and to monitor the effectiveness and safety arrangements and systems and promote appropriate improvements where necessary

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.