

Electrical Clerk of Works

School/Department summary:

The Estates and Facilities Management team at Loughborough University is central to creating the world-class campus experience for which the University is known. We are a large and diverse team made up of Catering, Residential, Domestic, Projects, Operations, Maintenance, Engineering, Sustainability and Space teams. Together, we manage and develop one of the UK's largest single-site campuses, ensuring that its buildings, grounds, infrastructure and support services are sustainable, stylish and set up for success. We work collaboratively to support our students, colleagues and partners, helping to shape the exceptional campus environment we are consistently recognised and awarded for. Above all, we take pride in creating a welcoming, vibrant and authentic workplace where everyone can thrive and we welcome likeminded individuals to join us and be part of our future.

Job Description

Job Family and Grade: Grade 6, Management and Specialist

Job Purpose

To monitor, record and report the progress of electrical services contractors working on site as part of the University's project team.

Job Duties

- Obtain a thorough understanding of the contract through a detailed review of the drawings, specifications, bills of quantities and other related documents.
- Maintain a daily diary of the progress of the works, electrical services contractors' site resources, site visitors, weather conditions, delays and record any other matter relevant to site operations. Issue diary sheets to the Contract Administrator/Project Manager.
- Attend site progress meetings and provide a short written and verbal report under a list of headings to be agreed with the Project Manager/Contract Administrator
- Attend other meetings on site as reasonably requested by the Contract Administrator/Project Manager.
- Carry out surveys of existing services, possibly in conjunction with a contractor and prepare written survey reports.
- Maintain on site an up to date set of drawings, specifications, instructions and variation records.
- Monitor the quality of work as it progresses to ensure that it complies with the drawings/specification and good industry practice. Issue remedial work notices immediately to the electrical services contractors should materials or workmanship fall below the required standard and bring such matters to the attention of the Contract Administrator/Project Manager.
- Review the electrical services contractors weekly and other short term programmes and advise the Contract Administrator/Project Manager of findings.
- Witness and record all tests and commissioning activities/results required by the specification, University, public utilities or statutory authorities.
- Witness and record all works undertaken by the electrical services contractors which are to be covered up and confirm compliance with the specification.
- Liaise as necessary with statutory authorities in respect of inspections and approvals of

work

- Maintain records of variations and hidden work for the information of the Contract Administrator/Quantity Surveyor.
- Check, witness and sign 'FRPO' any activity considered necessary to be recorded on a time and material basis.
- Report immediately to the main contractor's Project Manager any acts or occurrences that are considered unsafe and bring such matters to the attention of the Contract Administrator/Project Manager.
- Issue Clerk of Works directions on matters to be agreed with the Contract Administrator/Project Manager.
- In conjunction with the Contract Administrator/Project Manager carry out inspections at practical completion and prepare a schedule of defects for use by the Contract Administrator.
- To understand and implement Health & Safety policies and requirements for yourself and others, commensurate with your level of responsibility within the Department to enable the postholder to discharge their other duties and responsibilities safely.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility outlined in the document.

Organisational Responsibility

Reports to the Head of Programme Management Office.

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Minimum of 10 years on site in a supervisory role	1, 2, 3
	Experience of working as part of a multi-disciplinary construction team	1, 2, 3
	Previous site management experience	1, 2, 3
	Previous experience as a Clerk of Works	1, 2
	Extensive working knowledge of Health & Safety regulations	1, 2
	Ability to liaise successfully with clients, consultants, and contractors in a proactive manner	1, 2
Skills and abilities	Proficient in the use of computer, internet, and email	1, 2, 3
	Ability to assess requirement for consultant input into site problems	1, 2, 3
	AutoCAD proficient sufficient to open, manipulate and print drawings	1, 2, 3

	Able to produce concise accurate reports and manage site paperwork	1, 2, 3
	Demonstrate understanding of time, cost, and quality issues	1, 2,3
	Ability to check specialist contractors' installation drawings	1, 2, 3
	Able to work in a positive and constructive manner with contractor to achieve required standards.	1, 2, 3
	Able to read and understand large volumes of documentation including drawings and specifications. Identify potential conflicts and monitor compliance.	2, 3
Education	Fully C&G qualified time served tradesman	1,2, 3
Training	A willingness to undertake further training	1,2,3
Other	Excellent interpersonal and organisation skills	1,2,3
	Excellent timekeeping	1,2,3
	Good verbal and written communication skills	1,2,3

Desirable Criteria:

Area	Criteria	Stage
Experience	Previous University building experience	1, 2, 3
	Member of the Institute of Clerks of Works	1, 2, 3
Skills and abilities	Knowledge of the working methods of other construction trades	1, 2

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every person's right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity and celebrates diversity throughout the campus. The University holds a [Bronze Athena SWAN award](#) which recognises the importance of support for women at all stages of their career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.